



Volunteers - How To Claim Expenses

Whilst volunteering with the Maritime Archaeology Trust we will refund subsistence up to £5 per day and all travel expenses if receipts for the expenses are kept. To do this you will need to complete the Excel claim form electronically, print it, sign it, staple your receipts to it and hand it or post it to us.

- 1) Complete the electronic 'Volunteer Expenses' form (see diagram below)
- 2) Print it
- 3) Sign it
- 4) Staple your receipts to it
- 5) Hand it to a member of staff or post it to the address in the footer of this page

Travel expenses

You may claim travel to and from the place of volunteering.

By public transport - please attach the receipt or ticket showing the cost.

By car - please top up your car by the amount of petrol needed for your journey and submit a petrol receipt or claim for part of a total of a petrol receipt.

If you have any questions please email:

Polly polly.buckingham@maritimearchaeologytrust.org (Shipwreck Centre)

Or Greta greta.clarke@maritimearchaeologytrust.org (Southampton Office)

If you have digital receipts, please include a screenshot or picture of these in the other tabs.

Maritime Archaeology Trust

Registered Office: Room 014/11, National Oceanography Centre, SO14 3ZH
Company Limited by Guarantee • Company Registered in England No: 2394244
Registered Charity No. 900025



Tel: 023 8059 3290

Tel: 023 80237300

Fax: 023 8059 3052

Email: info@maritimearchaeologytrust.org

www.maritimearchaeologytrust.org

1		The Maritime Archaeology Trust	
2		Room W1795	
3		National Oceanography Centre	
4		Empress Dock	
5		Southampton	
6		Haver SO14 3ZH	
7			
8	Expenses Claim for the HLF Forgotten Wrecks Project		
9			
10	Employee Name:	<input type="text"/>	
11	or		
12	Volunteer Name:	<input type="text"/>	
13			
14	How payment should be made:		
15		Directly into bank (for Vols enter details below)	YES / NO
16		Cheque (for Vols enter address below)	YES / NO
17		Other (please specify)	YES / NO
18			
19	Volunteer payment details:		
20	Bank name:	<input type="text"/>	
21	Account No:	<input type="text"/>	
22	Sort Code:	<input type="text"/>	
23	Volunteer address:		
24	Address 1:	<input type="text"/>	
25	Address 2:	<input type="text"/>	
26	Address 3:	<input type="text"/>	
27	Postcode:	<input type="text"/>	
28			
29	Item	Date	Description
30	1		
31	2		
32	3		
33	4		
34	5		
35	6		
36	7		
37	8		
38	9		
39	10		
40	11		
41	12		
42			Total
43			
44	Employee/Volunteer Signature:	<input type="text"/>	
45	Date:	<input type="text"/>	
46	If the total of any individual item purchased is over £100 a Manager		
47	need to authorise the expenditure:		
48			
49	Manager Name:	<input type="text"/>	
50			
51	Manager Signature:	<input type="text"/>	
52	Date:	<input type="text"/>	
53			
54			
55			

Enter your name.

Choose how you would like to be reimbursed.

If you chose direct to bank above enter the account details here – otherwise for cheque/other leave blank.

Enter your address here.

Enter the date, description i.e. bus / petrol / subsistence etc. and the amount. One line per receipt.

Last thing – please print then sign and date. Don't forget to staple on your receipts.

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