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Volunteers - How To Claim Expenses

Whilst volunteering with the Maritime Archaeology Trust we will refund subsistence up to £5 per day and 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. Alternatively, you can include a digital image of your receipt in the next tab.

- 1) Complete the electronic 'Volunteer Expenses' form (see diagram below)
- 2) Print it
- 3) Sign it (if electronic, a digitised handwritten signature is preferable)
- 4) Staple your receipts to it
- 5) Hand it to a member of staff, post it to the address in the footer of this page, or e-mail it back.

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 a ferry trip is required then we would expect travel to be as a foot passenger.

If you have any questions please email:

Greta <u>greta.clarke@maritimearcaheologytrust.org</u> (Southampton Office)

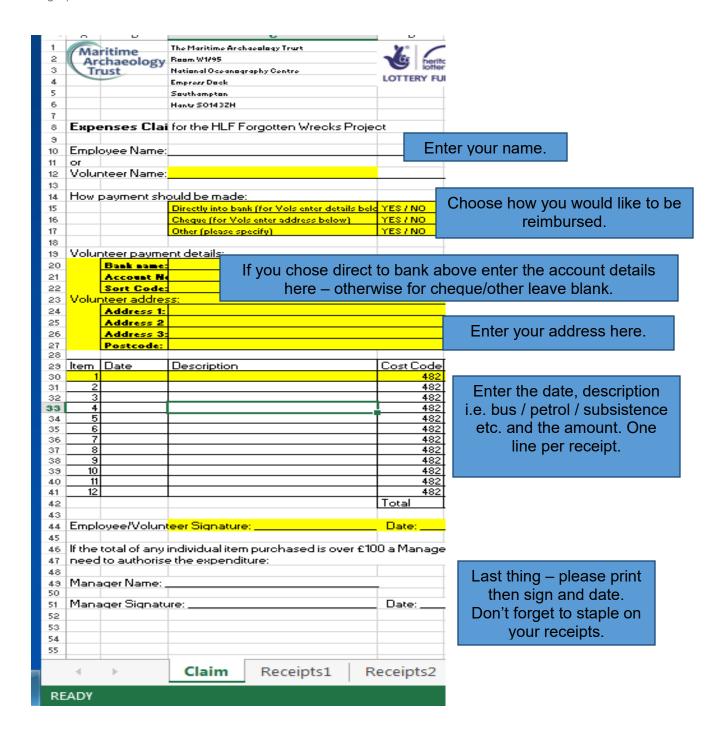
If you have digital receipts, please include a screenshot or picture of these in the other tabs.

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

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Receipts

When making a purchase, please request an itemised receipt rather than just a card receipt, as the itemised receipt contains specific information required to process your claim.

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Itemised receipts should have:

- Vendor's name (where you made the purchase)
- A list of what you purchased
- Date of purchase

Unfortunately, we cannot accept just the card receipt.

If you are uncertain, there are some examples below.

Card receipt (unfortunately not accepted)

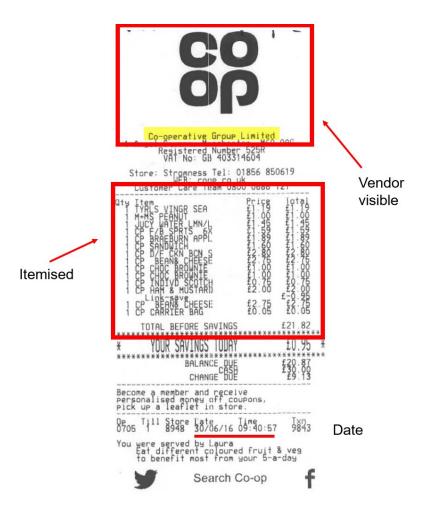
- No vendors on the receipt
- Receipt not itemised



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Itemised receipt (accepted)



Tel: 023 8059 3290 Tel: 023 80237300 Fax: 023 8059 3052