



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 greta.clarke@maritimearchaeologytrust.org (Southampton Office)

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

1		The Maritime Archaeology Trust		
2		Room W1/95		
3		National Oceanography Centre		
4		Empress Dock		
5		Southampton		
6		Postcode SO14 3ZH		
7	Expenses Claim for the HLF Forgotten Wrecks Project			
8	Employee Name: _____			
9	or			
10	Volunteer Name: _____			
11	How payment should be made:			
12	Directly into bank (for Vols enter details below)	YES / NO	Choose how you would like to be reimbursed.	
13	Cheque (for Vols enter address below)	YES / NO		
14	Other (please specify)	YES / NO		
15	Volunteer payment details:			
16	Bank name:	If you chose direct to bank above enter the account details here – otherwise for cheque/other leave blank.		
17	Account No:			
18	Sort Code:			
19	Volunteer address:			
20	Address 1:	Enter your address here.		
21	Address 2:			
22	Address 3:			
23	Postcode:			
24	Item	Date	Description	Cost Code
25	1			482
26	2			482
27	3			482
28	4			482
29	5			482
30	6			482
31	7			482
32	8			482
33	9			482
34	10			482
35	11			482
36	12			482
37	Total			
38	Employee/Volunteer Signature: _____			Date: _____
39	If the total of any individual item purchased is over £100 a Manager need to authorise the expenditure:			
40	Manager Name: _____			
41	Manager Signature: _____			Date: _____
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
READY		Claim	Receipts1	Receipts2

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.

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.

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



Itemised receipt (accepted)

co op
Co-operative Group Limited
Registered Number: 5258
VAT No: GB 403314604
Store: Stroudness Tel: 01856 850619
Customer Care Team 0800 0666 121

Qty	Item	Price	Total
1	TYRES VINGR SEA	£1.19	£1.19
1	M&S PEANUT	£1.00	£1.00
1	JUCY WATER LMN/L	£1.45	£1.45
1	CP F/B SPORTS 6X	£1.59	£1.59
1	CP BRAEBURN APPL	£1.89	£1.89
1	CP SANDWICH	£1.60	£1.60
1	CP D/F CKN BCN S	£2.80	£2.80
1	CP BEAN & CHEESE	£2.75	£2.75
1	CP CHOC BROWNIE	£1.00	£1.00
1	CP CHOC BROWNIE	£1.00	£1.00
1	CP INDIVID SCOTCH	£0.75	£0.75
1	CP HAM & MUSTARD	£2.00	£2.00
1	Link-save	£0.95	£0.95
1	CP BEAN & CHEESE	£2.75	£2.75
1	CP CARRIER BAG	£0.05	£0.05
TOTAL BEFORE SAVINGS		£21.82	
* YOUR SAVINGS TODAY		£0.95	

BALANCE DUE		£20.87	
CHANGE DUE		£9.13	
Become a member and receive personalised money off coupons, pick up a leaflet in store.			
Op	Till	Store	Date
0705	1	8948	30/06/16 09:40:57
You were served by Laura			
Eat different coloured fruit & veg to benefit most from your 5-a-day			
Search Co-op		f	