

BGS volunteers' expenses policy

BGS will reimburse volunteers for any reasonable out-of-pocket expenses. We will reimburse the amount that you have spent as a result of your volunteering, up to agreed maximum levels. Expenses must be claimed on an expense claim form with receipts attached.

You are entitled to claim the following expenses incurred during volunteering with us:

- Travel to and from home to the place of volunteering within Greater London travel zones
- Additional travel costs incurred during volunteering
- If volunteering a full day, we will cover up to £5 for lunch

The British Geriatrics Society Volunteer Expense Claim Form

Please complete the details below, attach receipts and return to finance@bgs.org.uk. Reimbursement of expenses are made every other week. Please submit your expense regularly for prompt reimbursement.

Name	
Email	

Date	Travel Cost	Subsistence
Sub Total	£	£
Grand Total		

Signed:	
Date:	

Bank Details

If this is your first claim please complete the table below to be reimbursed directly into your account.

(If you have already supplied these details on a previous claim there is no need to complete this section unless your bank details have changed).

Beneficiary (account name):	
Bank Name & Address:	
Account number:	
Sort Code	