



EXPENSE CLAIM FORM – 2022

CLAIM FOR REIMBURSEMENT OF AUTHORISED EXPENDITURE ON BEHALF OF SiS, TRAVEL, OUT OF POCKET OR MISCELLANEOUS EXPENSES

900 525 100

Samaritans in Spain is operated by Costa Blanca Samaritans which is itself registered with the Generalitat Valenciana as a 100% not-for-profit organisation under CV-01-042952-A and with NIF G54341466.

Please use this form to reclaim **all purchases made on behalf of SiS**. Separate each type of expense and use one line for each item. A receipt or invoice for each item **MUST** be attached. For travel expenses, the date and venue should be shown and **MUST** have a receipt for fuel or travel costs. Total each column and indicate the total being claimed before signature.

DATE	ITEM DESCRIPTION	TYPE OF EXPENSE								
	FOR TRAVEL CLAIMS – YOU MUST DEDUCT THE FIRST 20KM FROM EACH SINGLE JOURNEY- THIS IS CLASSED AS A PERSONAL CONTRIBUTION	Mobiles and top-ups	Operations equipment and consumables	Support Services operations and consumables	Training	Vols welfare	Event costs	Marketing	Travel	Other

Volunteer Name _____ Date _____ I am a Trustee/ Manager/ Volunteer * cross through all that do not apply

I WISH TO DONATE MY EXPENSES DIRECTLY BACK TO SAMARITANS IN SPAIN – YES/NO

If the answer to above is **NO** then the Expenses will be paid directly into the Volunteers Nominated bank account.

Total being claimed € _____ Volunteer Signature: _____

COUNTERSIGNATURE:** I have read this application, checked all of the details and the invoice/s presented with it.

Countersignature** _____ Countersignatory Name _____ Date _____

** (for Shop volunteers – Shop Supervisor; for Listeners – Listener Service Manager or a Trustee; for Shop Supervisors – a Trustee; for Trustees – a fellow Trustee)

EXPENSE CLAIM CONTINUATION SHEET

DATE	DESCRIPTION	TYPE OF EXPENSE								
		Mobiles and top-ups	Operations equipment and consumables	Support Services Operations and consumables	Training	Vols welfare	Event costs	Marketing	Travel	Other
	FOR TRAVEL CLAIMS – YOU MUST DEDUCT THE FIRST 20KM FROM EACH SINGLE JOURNEY- THIS IS CLASSED AS A PERSONAL CONTRIBUTION									

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