

Need to claim an expense?

Your guide to claiming volunteer expenses

If you need to claim back a volunteer expense, it couldn't be simpler. To help us process your claim smoothly, please follow the guidance below:

Submit your expenses monthly

Fill out the attached form to submit your expenses. If you need a printed version, email us at volunteer@caninepartners.org.uk and we'll pop one in the post.

Only claim pre-agreed expenses

Please check with your staff point of contact before claiming, to ensure the expense is approved.

Include a fuel receipt

Mileage is reimbursed at 45p per mile. Be sure to include a fuel receipt for the month claimed and a short description of the journey, e.g. "Attended training at [location]".

Submit for approval first

Send your completed form to the staff member who supports you in your role - e.g. Puppy Training Volunteers should send it to their Puppy Training Coordinator.

Once approved, your staff contact will forward it to the Finance Team.

