|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please write your name here🡺**  **(First Name & Surname)** | | |  | **Your YF’s first name here🡺** |  | | **And your area here🡺**  **(North, Rugby, Warwick,Stratford)** |  | |
| **Week** | **Date**  **(a)** | **Activity (Where did you go and what did you do?)** | | | | **Expenses**  **(b)** | **Mileage in miles**  **(c)** | **Mileage X .45p**  **(d)** | **Total Cost**  **e = (b + d)** |
| **1** |  | |  |  | | --- | --- | | **Time Spent** |  | | | | |  |  |  |  |
| **2** |  | |  |  | | --- | --- | | **Time Spent** |  | | | | |  |  |  |  |
| **3** |  | |  |  | | --- | --- | | **Time Spent** |  | | | | |  |  |  |  |
| **4** |  | |  |  | | --- | --- | | **Time Spent** |  | | | | |  |  |  |  |
| **5** |  | |  |  | | --- | --- | | **Time Spent** |  | | | | |  |  |  |  |
| **Please fill in your totals here then carry them to the side of sheet🡺** | | | | | | **b =** | **c =** | **d =** | **e =** |
| **PLEASE NOTE - THIS FORM CAN BE DOWNLOADED FROM** [**www.friendshipproject.co.uk**](http://www.friendshipproject.co.uk) **then DOCUMENTS, OLDER FRIENDS** | | | | | | | | | |
| **Expenses incurred on behalf of the FRIENDSHIP PROJECT for Children** | | | | | | | | | |
| **Sign here 🡺...........................................................................** | | | | | | | | | |

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| Older Friend – Report and Expenses Claim Form |
| It is important that you submit a report at the end of each month recording the activities that you have undertaken with your Younger Friend whether or not you claim expenses.  Forms should be with Central Operations by the **10th of the month** for expenses to be paid in that month. Please email a your signed and completed forms, plus a photograph/scan of your receipts to [karen.hoy@friendshipproject.co.uk](mailto:karen.hoy@friendshipproject.co.uk))  **PLEASE READ THESE NOTES BEFORE SUBMITTING YOUR CLAIM**   1. A Monthly Report Form MUST be submitted to the Project Administrator detailing the meetings you have had and what activities there have been and to claim expenses. This is essential to ensure that the friendships are operating, that the activities are suitable and to enable expenses to be claimed and paid. It also enables us to have a picture of how the Project is operating and to record all ‘outings’. It can also help us to build up a record of activities to help other Older Friends. These reports are also very useful when the Project applies for funding. 2. Please note that you require one report for each calendar month. Do not put activities and expenses for two or more months on one report form. 3. Please ensure that you put your name and your Younger Friend’s first name on the form. If your name is missing we cannot reimburse you! 4. REMEMBER – You can claim up to £14 per contact with your Younger Friend. This can be ‘rolled’ up: so if in a month you have five contacts with your Younger Friend you can claim up to £70. **You must also submit receipts to support your claim**. Please note that you cannot claim for money spent on yourself – the expenses should be money you have spent on the child only. 5. You can also claim 45p per mile travelling expenses, the mileage being measured from when you leave home to when you return. If using public transport, attach both yours and your Younger Friend’s bus tickets/train tickets and these will be paid in full. 6. On receipt of this form your claim will be checked and the amount to be paid forwarded to our Treasurer. You will be reimbursed by bank transfer and this **should be in your bank by the 20th of the month**. If you have any queries, please contact Karen Hoy on [karen.hoy@friendshipproject.co.uk](mailto:karen.hoy@friendshipproject.co.uk) or 07516 527714   **PRIVACY NOTICE** - How your information will be used - The Friendship Project for Children will not share your personal information with any external organisations or companies, other than specifically in relation to the volunteer or child within the matching process where it will be necessary to interface with the referring professional of the Younger Friend. The latter, we may also share with statutory bodies who are authorised to request this information. Additionally, in the event of any case studies being used these will be appropriately anonymised. We will retain the volunteer and child information in secure storage and on our secure database for up to 50 years, as required historically by our insurers.  **PLEASE DO NOT FORGET TO SIGN YOUR FORM!** |