



# OPAL Services Volunteer Expense Form



Name:	OPAL Club / Service:
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Date	Reason for expense	Total
<b>TOTAL AMOUNT CLAIMED</b>		

Account Name		Bank	
Sort Code		Account number	

Should you wish to donate your expenses to OPAL Services, please complete details below.  
Many thanks OPAL Services

I (name) \_\_\_\_\_ confirm that I am a volunteer of OPAL services and wish to donate the travel expenses I have incurred whilst on OPAL business.

CLAIMANTS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Claimants Signature:

Claim approved by :

Date:

Date:

### General

- Any expense claimed must be undertaken on behalf of OPAL Services.
- All valid receipts must be attached
- Claims must be submitted no later than 1 months from the date of expense
- Claims must include bank details and payment will only be made to the person named on the claim
- All Claims will be paid by BACS unless otherwise agreed.

### Volunteers

- Claim forms submitted by volunteers working for an OPAL Service must be authorised by an Organiser
- Claim forms submitted by trustee's or club treasurers must be authorised by OPAL's treasurer
- Claim forms submitted by OPAL's treasurer must be authorised by OPAL's Chair of the board.