



Single Community Programme

Expenses Claim Form

**For: DCN Members
DCN Champions
DCN Cluster Representatives**

Money available to pay the expenses for groups or individuals engaging in the work of Derby Community Network

Expenses Form – How To Claim

The Single Community Programme will pay 'out of pocket' expenses as detailed in the table on the Expenses Form. If these expenses do not meet your expense needs please give full details at the bottom of the form, of further expenses you would like to claim (for example, interpreter costs, signer costs or administrative costs).

If you are representing an organisation, a further £9 per hour is available to your organisation for work you have done towards the Derby Community Network (DCN) by means of representation or otherwise. Please give full details in the space provided at the bottom of the form (use another piece of paper if necessary). We would not expect to pay for this where a post is funded for the purpose of community work, as this would constitute double funding. Neither would we fund the £9 per hour to pay for a volunteer's time.

Who can claim expenses?

DCN Members: where an individual has attended an event organised by DCN for the purpose of promoting the Network. External meetings cannot be covered by this fund unless exceptional circumstances are presented to the DCN steering group and agreed in advance.

DCN Champions and Cluster Representatives: where an individual has either: registered as a Champion to be a point of contact for members on a Derby City Partnership (DCP) group, or where they have been nominated as a cluster representative for an interest or geographical group of voluntary organisations. This will cover all DCN organised events and any Derby City Partnership meeting for which the individual is a Champion (full details must be provided on the form). Any relevant feedback from meetings attended should be sent to Sam Borrett, Communications Officer for Derby Community Network (email sborrett@cvsderby.co.uk or phone 01332 227729).

Providing that....

- you record minutes of meetings and provide a report to the DCN on the meeting and attach this to your claim form (champions and cluster representatives only);
- you provide receipts for personal travel, i.e. bus tickets, car parking tickets etc;
- you give details of any further expense claims in full, i.e. interpreter costs etc;
- you return the expense form within **two weeks** (claims received outside of this time frame will not be considered) of the meeting or event to:

Freepost DY741
Amanda Whittam
Derby CVS
4 Charnwood Street
Derby
DE1 9BR

If you are unsure whether you are a DCN member, Champion or Cluster representative, please contact Linda Stone on 01332 346266.

Where can I get more copies of the form?

- Feel free to photocopy the form.
- From the Derby CVS Website www.cvsderby.co.uk
- From the Derby City Partnership Website www.derbyes.co.uk
- From the above Freepost address.

Please note...

Derbyshire Community Foundation has to be able to account to its funders, therefore we will undertake a random audit of a number of groups. Please make sure that if your group is awarded an expenses claim, you keep a record of the money you spend. This expense form can be used to claim expenses for meetings up to the end of February 2005, and must be received by 14th March 2005 at latest. If you require more information or advice regarding expenses claims contact Amanda Whittam on 01332 592050

Expenses Form for members, champions and cluster representatives

Please refer to the 'Expenses Form – How To Claim' sheet, and return completed forms to: **Freepost DY741, Amanda Whittam, Derby CVS, 4 Charnwood Street, Derby, DE1 9BR**

Name:..... **Date:**

Address:

.....

Postcode: **Tel No:**

Date and Purpose of Activity:

.....

People Involved:

Please tick to confirm you have included relevant feedback from the meeting

CLAIM TYPE	DETAILS	AMOUNT
Mileage at 35p per mile	Number of miles x 35p	
Bus fare *		
Taxi fare *		
Child care costs *		
Other care costs *		
Additional expenses	- Please give details in space below -	
Total expenses to individual	Make cheque payable to:	£ . p
Total expenses to organisation for work done at £9 per hour	Make cheque payable to:	£ . p
	Number of hours x £9	

- Please attach receipts**
 If you are attending an event where Derby CVS or Derbyshire Community Foundation are present, we can pay cash for personal expenses up to the value of £10. If receiving cash, please sign below to confirm receipt of the money.

Signature for receipt of cash.....

Details of work done at £9 per hour to your organisation or details of additional expenses

I confirm that the above costs are correct and that I / my organisation have kept details for audit purposes.

Signature:.....

Important Note: Make sure you have included the name of the organisation or person the cheque(s) should be made payable to. The £9 per hour payment **cannot** be made directly to an individual.