

- All forms must be in by Tuesday before 4pm to be processed by the following week.
- All claim forms must be accompanied by receipts matching that amount.
- Cash will be available to pick up the following week as agreed with your Volunteer Co-ordinator. Cheques may take longer to process.
- BACS payments will be made on Friday of the following week.

Petty Cash

If available, money up to £10 can be taken from petty cash (see your Volunteer Co-ordinator). You must complete a petty cash claim form (available on Blackboard or from the Activities Pod). The relevant Volunteer Co-ordinator should ensure that all receipts are attached.

- A maximum of £10 can be claimed from Petty Cash
- You must complete a petty cash form and attach a receipt.
- Cash can be collected the following week.
- Petty cash should be picked up within a month of handing in within term time and three months of handing in outside of term time. After this time the money will be put into the Small Grants Fund.

Expenses over £10

For any sum over £10, a Claim Form will need to be provided for the student and taken to Finance by the relevant Volunteer Co-ordinator. The receipts for this claim should be given to finance with the claim form.

- For claims over £10 a claim form must be completed
- Claims can be paid by cheque, BACS or cash but.....
- A maximum of £50 cash can be claimed
- For claims over £50 money can be received by cheque or BACS.