



**SUPPORTING VOLUNTARY ACTION
EXPENSES & TIME RECOMPENSE CLAIM FORM**



See Guidance Notes.

Name – (print)	
Organisation	
Address	
Postcode	
Contact telephone no	

Portfolio Strand Support Required for: _____

Management group / Working group / Advisory group / Training / Event
(Please delete as appropriate)

Workshop/ Event Participated within:

Title	Venue	Code (office use only)	No of Days	Date(s)	Daily Rate £
Total £					

Additional Expenses

Type	Detail	Code	Cost £
Travel		50 -1000-10	
Mileage Allowance	Miles @ 40p per mile	50-1000 -30	
Accommodation		50-1000-20	
subsistence		50-1000-20	
Other (please specify)		50-1000-20	
Additional expense Total £.....			
OVERALL CLAIM TOTAL £			

I declare that the total expenditure claimed above was incurred solely on SVA business

Signature of Claimant: _____ *Date:* _____

Payment Checked: _____ *Date:* _____

Payment Authorised: _____ *Date:* _____

Please attach receipts and return to: Mairi Whannel, SCVO, Scottish Council for Voluntary Organisations, 3rd Floor, Centrum Building, 38 Queen Street, Glasgow, G1 3DX

For SCVO use only

Project No:	40-	P/L Number:		Total Amount:	£
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Strategic contributions - Guidance Notes:

1. A daily rate of £400 (£200 for a half day) has been agreed by the SVA management group for participants to the SVA programme who will be bringing a range of agreed and specified skills to assist in particular strategic elements of the SVA programme including
 - a. Attendance at SVA management group meetings.
 - b. Attendance at SVA project advisory group meetings
 - c. Attendance at Think Tank core group residential events
 - d. Other activities agreed by the management group requiring specialist technical or strategic skills or knowledge
2. The payment will be made to the voluntary organisation.
3. The SVA programme team may be required by the Big Lottery to provide evidence to support payments made at the above rate. Claimants will therefore be expected to provide evidence to the SVA team on request of the skills set required for participation within the specified element of the programme.
4. Participants will be required to provide evidence of completion of tasks for which payments are received to the programme team on request.
5. All receipts to be attached to the claim.
6. Claims must be submitted asap, but certainly no later than 1 month after the event/meeting
7. Accommodation costs should not exceed £75 per night, anything higher than this should be approved by the SVA team
8. Travel costs should be kept to a reasonable price by using the cheapest route possible and first class travel should be avoided.

Non-strategic contributions - Guidance Notes:

9. A daily rate of £200 for Chief Officers, £150 for Development Officers and £100 for Admin Officers has been agreed by the SVA management group for participants to the SVA programme who make contributions where either:
 - a. There is a potential benefit to their organisation following from the activity, for example recompense of time to develop Change Champion proposals.
 - b. Their contribution is on a non strategic basis, for example involvement in piloting or information collection activities.
10. The payment will be made to the voluntary organisation.
11. The SVA programme team may be required by the Big Lottery to provide evidence of need in relation to paying participants for involvement within the programme at the above rate. Claimants will therefore be expected to provide evidence to the SVA team on request that payments have been used to offset any reduction in their organisation's capacity resulting from engagement in the specified SVA activities.
12. Participants will be required to provide evidence of completion of tasks for which payments are received to the programme team on request.
13. All receipts to be attached to the claim.
14. Claims must be submitted asap, but certainly no later than 1 month after the event/meeting
15. Accommodation costs should not exceed £75 per night, anything higher than this should be approved by the SVA team
16. Travel costs should be kept to a reasonable price by using the cheapest route possible and first class travel should be avoided.

Scottish Council for Voluntary Organisations, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB.
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