

Claiming travel expenses for VMFW surveys

The RPSB will reimburse you for vehicle travel incurred while carrying out a VMFW survey at the rate of 26p per mile, and for cycle (pedal bike) travel at the rate of 18p per mile. The cost of travelling by public transport will also be reimbursed.

To claim, you will need to:

1. Provide us with your bank details
2. Send in a claim form for each claim

As a VMFW farmland bird surveyor, you will be making three visits to the farm. **Please submit claims according to the following schedule:**

- Initial visit plus first survey visit: **claim by May 31st**
- Second survey visit: **claim by July 31st**

We have created these two claim 'windows' because our finance systems will not allow us to process claims which exceed 90 days from the date of travel.

How to fill in the forms

Bank details form

This can be found here:

[1025-bank details form volunteer VMFW.docx](#)

This form only needs to be completed ONCE, so that you can be set up on our finance system. If you are an existing volunteer and are already set up on our finance system, you do not need to complete this form. And when you make your second VMFW travel claim, you do not need to fill in the form again.

Claim form

This can be found here:

[1204-ebis only volunteer expenses form VMFW.docx](#)

Please ignore the instructions at the top of the form and use the guidance given in this document instead.

You only need to complete the **Mileage Expenses** page, as we are only reimbursing travel expenses.

1. Complete the information at the beginning of the form.

Cost centre number: **283**

Project code: **223-X-VMFW**

Volunteer Expenses Form

 Receipts relating to the expenses in the tables below must accompany this form, VAT receipts are even better! **We can only process expenses up to one month** after the date they were incurred. You can find out mileage rates and what you can claim in our [expenses guide](#). Please return this form to your **line manager**, not to the Finance Department. If this is your first time claiming your **line manager** will need to [complete the following steps](#), and you will need to fill out a [bank details form](#).

Assemble ID: _____ **Volunteer Name:** _____
Cost Centre Number: _____ **Project Code (if app.):** _____

Non-Mileage expenses (e.g. train tickets, sustenance, stationary)

Receipt No.	Date of Expense	Name of Supplier	Purpose of Expenditure	Account Code	Amount

2. Then:

- Complete a line on the form for each date of travel.
- Indicate your vehicle type.
- Read the declaration statements* and enter your name and the date.

Assemble Id: _____ **Name:** _____ **Cost Centre:** _____ **Project code (if app):** _____

Mileage Expenses (please make sure to select your car type)

Date of travel	Starting Point	Destination of travel	Reason for Journey	Miles Claimed	Passengers Exc. you	Miles Claimed x Rate in £s
08/04/25		Example Farm, Ely, Cambs	VMFW surveys – initial visit	24	0	6.24
15/04/25		Example Farm, Ely, Cambs	VMFW surveys – first survey visit	24	0	6.24

I confirm that:

- A motor insurance policy was in place which included the necessary cover for these journeys.
- The vehicle being driven was fit for the purpose, maintained in a roadworthy condition and complied with all legal requirements.
- An RSPB Drivers Declaration form (DH1) has been completed by me prior to driving any vehicle on a business journey.
- RSPB has been advised of any changes to my driving licence.

Claimants Signature: _____ **Date:** 05/05/25
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Car Type	Select	Account Code
Electric cars		55-0-180_Vols
Petrol Hybrid	x	55-0-110_Vols
Petrol - less than 1.4L		55-0-120_Vols
Petrol - 1.4 to 2.1L		55-0-130_Vols
Petrol - greater than 2.1L		55-0-140_Vols
Diesel - less than 1.4L		55-0-150_Vols
Diesel - 1.4 to 2.1L		55-0-160_Vols
Diesel - greater than 2.1L		55-0-170_Vols

Last Reviewed: 23/04/2025 The Royal Society for the Protection of Birds (RSPB) is a registered charity: England and Wales no. 207076, Scotland no. SC037654 Last Reviewed By: Lee Meeks

*Please note that for VMFW surveys there is not normally a requirement to complete a DH1 form, as long as you do not visit more than one farm in any one day. Further information can be found in the [RSPB Volunteer Handbook](#).

Receipts

If you can submit a VAT fuel receipt with your claim, that would be great, as the RSPB can reclaim VAT from HMRC, giving us more money for saving nature. Receipts should be dated one week prior to, or one week after, your RSPB journey.

Do not worry if you do not have a suitable receipt. Your claim will still be processed.

Where to send the forms

Please send all completed forms via email to Holly Jopson at holly.jopson@rspb.org.uk.