

ECHO Neighbourhood Centre -- Volunteer Work & Expense Claim Sheet



We need your monthly hours of volunteering with a client so we can accurately record the statistics to our funding body. It will help us to continue to receive funding to keep the program going. You can hand deliver, post or fax the sheet to ECHO at the end of every month.

Volunteer's Name: _____ **Month/Year:** _____ **Signed:** _____

I am giving voluntary Social Support to (*client's name*): _____

Time/Hours: You need to use one sheet for each of the client's you support. Your time includes duties, visits, phone calls, outings etc.

Expenses: You can claim fares on public transport (if ticket is submitted), telephone calls (30c per call), kilometres for use of your car on ECHO business only (50c per km), occasional refreshments when on an outing with a client.

Date	Time Spent (5min basis)	Description of Duties / Expenses (Shopping, home visit, doctor visit)	Gift/donations Received	Mileage (km)	Fares (bus/train/etc)	Phone Calls	Receipts Attached	Cost (\$)
TOTALS	Hrs		\$	km	\$	#	#	\$

As part of your Volunteer Agreement, you have agreed to complete this worksheet and send it to ECHO in the last week of every month by:

FAXING IT (Attention to Neighbour Aid): **9369 4788**

POSTING OR HAND DELIVERING IT: **SHOP 4/1 Spring St Bondi Junction 2022**

Please tell us when you need new sheets. Got any queries about this form or any concerns – please call us on 9387 2885.

<u>Office Use Only:</u>	Hours:	MDS entered: _____ (date)	Receipt Number/s: _____
	Donations:	Total Amount: \$ _____	Authorised By: _____
	Expenses:	Total Calls: # _____ x 30c = \$ _____	Total Amount Owed: \$ _____
		Total Mileage: _____ km x 50c = \$ _____	Reimbursed by: Cheque EFT Cash
	Total Fares: \$ _____ (attach receipts please)	Date Reimbursed: _____	

Helping the Community