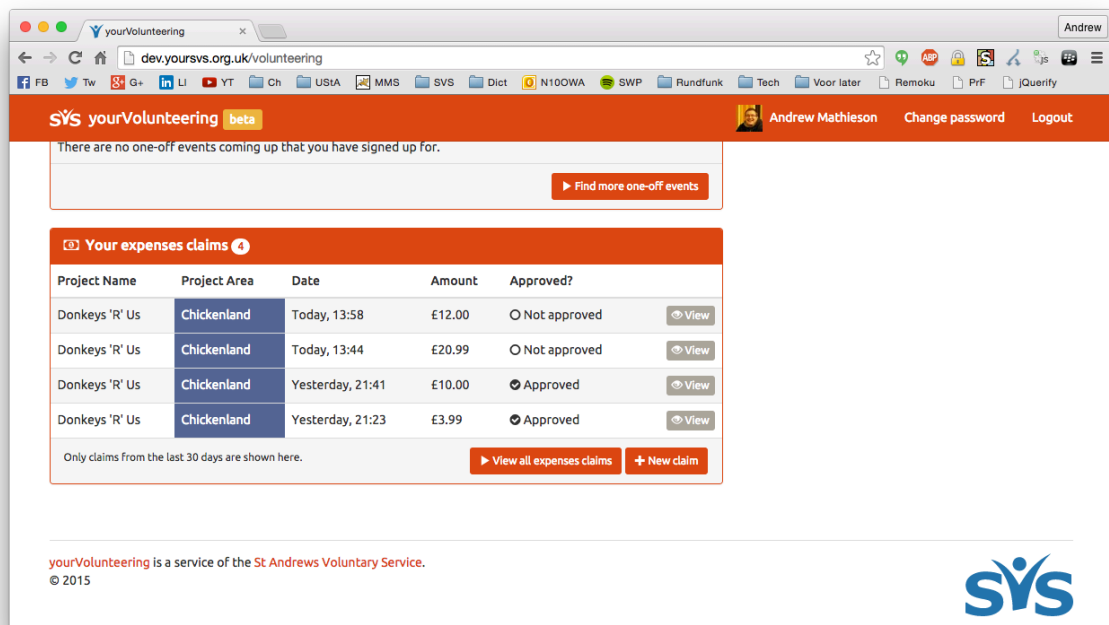


To claim expenses from SVS, you can now submit your claims on **yourVolunteering** (www.yoursvs.org.uk/volunteering). To submit a claim, follow the instructions below:

1. Log in to yourVolunteering with the details you registered with when you applied to volunteer.
2. On your dashboard, scroll down until you see the section “**Your expenses claims**”.



The screenshot shows the 'yourVolunteering' dashboard for user Andrew Mathieson. The 'Your expenses claims' section is highlighted, showing a table of claims for the 'Donkeys 'R' Us' project in the 'Chickenland' area. The table lists four claims with their dates, amounts, and approval status.

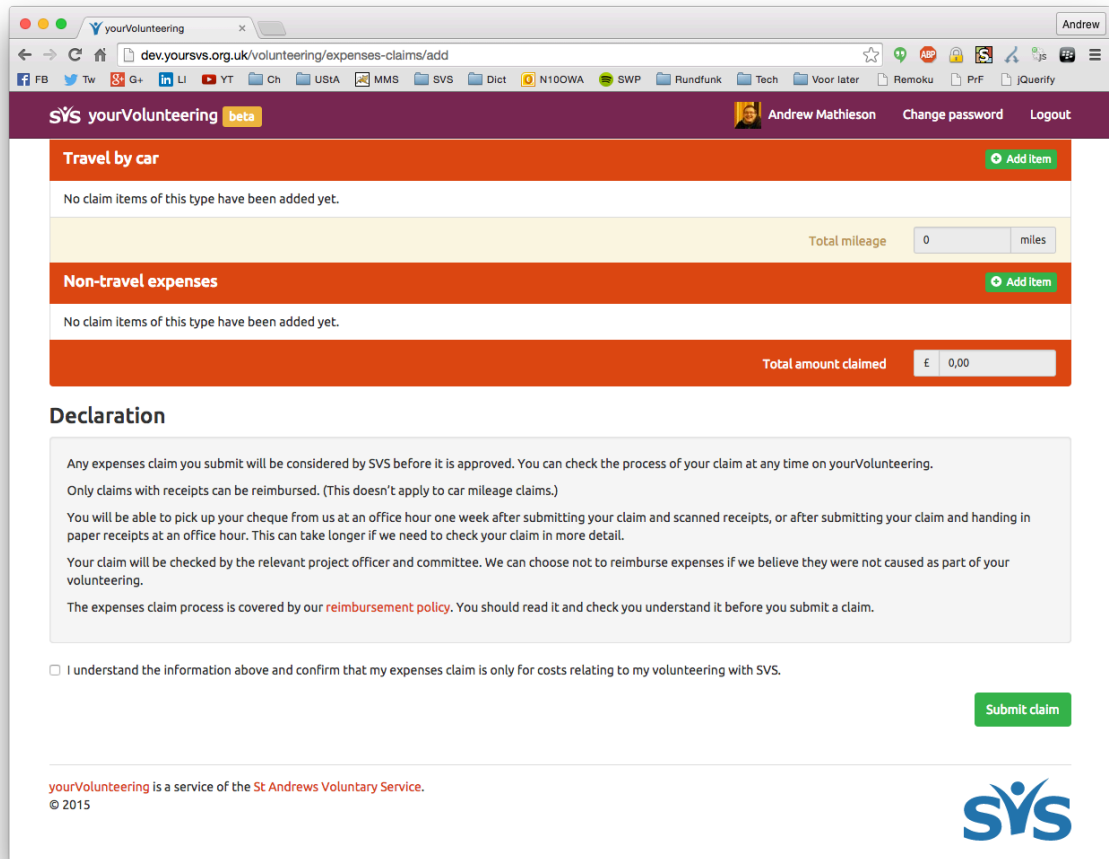
Project Name	Project Area	Date	Amount	Approved?	
Donkeys 'R' Us	Chickenland	Today, 13:58	£12.00	<input type="radio"/> Not approved	View
Donkeys 'R' Us	Chickenland	Today, 13:44	£20.99	<input type="radio"/> Not approved	View
Donkeys 'R' Us	Chickenland	Yesterday, 21:41	£10.00	<input checked="" type="radio"/> Approved	View
Donkeys 'R' Us	Chickenland	Yesterday, 21:23	£3.99	<input checked="" type="radio"/> Approved	View

Only claims from the last 30 days are shown here. [View all expenses claims](#) [+ New claim](#)

3. Click “**New claim**”.
4. You’ll now see an empty claim form. Under “**Claim details**” select the project for which you are claiming expenses.

- There are three sections for different types of claim item. You can add as many individual claim items to a single claim as you like. To add a claim item, click the relevant “**Add item**” button. Then fill out the details in the section that appears. **Remember to attach your receipts, if required!** You can also hand your receipts in at an office hour.

- When you’ve finished adding all your claim items, scroll down and read the **Declaration**. If you’re happy with it, tick the box to confirm you’ve read it, and click “**Submit claim**”.



yourVolunteering **beta** Andrew Mathieson Change password Logout

Travel by car

No claim items of this type have been added yet.

Total mileage miles

Non-travel expenses

No claim items of this type have been added yet.

Total amount claimed

Declaration

Any expenses claim you submit will be considered by SVS before it is approved. You can check the process of your claim at any time on yourVolunteering.

Only claims with receipts can be reimbursed. (This doesn't apply to car mileage claims.)

You will be able to pick up your cheque from us at an office hour one week after submitting your claim and scanned receipts, or after submitting your claim and handing in paper receipts at an office hour. This can take longer if we need to check your claim in more detail.


Your claim will be checked by the relevant project officer and committee. We can choose not to reimburse expenses if we believe they were not caused as part of your volunteering.

The expenses claim process is covered by our [reimbursement policy](#). You should read it and check you understand it before you submit a claim.

I understand the information above and confirm that my expenses claim is only for costs relating to my volunteering with SVS.

[Submit claim](#)

yourVolunteering is a service of the [St Andrews Voluntary Service](#).
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7. Done! Your claim should be approved and your cheque ready to pick up at an office hour within one week, if possible.