**Volunteer Expenses Policy Template**

**Introduction**

[NAME OF ORGANISATION] believes that no volunteer should be out of pocket because of their volunteering activities and recognises that additional expenditure may be a barrier to inclusion, and therefore reimburses its volunteers with reasonable out-of-pocket expenses incurred in the course of the volunteer’s role.

As an organisation working for the benefit of the community, [NAME OF ORGANISATION] has a duty to account for all expenditure. Volunteers must agree appropriate expenses with their supervisor, prior to spending any money.

## Purpose

## The purpose of this policy is to provide guidance on who can claim expenses as a volunteer, what expenditure is covered and how volunteers can claim expenses. This helps [NAME OF ORGANISATION] to ensure that there is a fair, consistent and transparent process.

## Scope

This policy relates to volunteers, unpaid interns and unpaid Directors who give time at [NAME OF ORGANISATION].

Voluntary work experience placements, such as people on government funded work experience programmes organised through Job Centre Plus or on traineeships, are not covered by this policy. In most cases people taking part in such programmes can claim their expenses from their work experience placement provider.

Paid interns are not covered by this policy as their expenses are to processed in accordance with [NAME OF ORGANISATION] Staff Policies.

## Costs covered

**Travel**

Reasonable travel costs will be reimbursed in accordance with the following guidelines;

1. Wherever possible the cheapest mode of transport should be used.
2. If a volunteer is entitled to any kind of travel concession such as senior citizen or student pass this will be used to minimise the cost.
3. If a volunteer uses a monthly bus or train ticket no expenses can be claimed for travel as we only pay out of pocket expenses.
4. a volunteer using their own vehicle may also claim a contribution towards their mileage for the journey at the official HMRC rate, which is currently set at:

Car 45p per mile

 Motorcycle 24p per mile

 Bicycle 20p per mile

1. Mileage will be capped at 5 miles each way for normal volunteering time. Additional volunteering such as events that are further than 5 miles must be agreed in advance.
2. As a rule, taxi costs may not be claimed for unless in exceptional circumstances and must be with prior authorisation. Exceptional circumstances may include but are not limited to situations where it is cheaper for a number of volunteers to share a taxi or if a volunteer has particular health or mobility restrictions or where it would be unsafe for a volunteer to take another form of transport, this must be agreed in advance.
3. Expenses should be claimed for on a regular weekly or monthly basis.
4. Any travel expenses to be claimed that are not covered by the above guidelines must always be agreed in advance.
5. Parking costs will be paid only in agreement with the supervisor.
6. Parking and speeding fines will not be paid.

**Meals and Refreshments**

Tea and coffee are freely available in the staff kitchen (latte, cappuccino etc will not be reimbursed).

Lunch and meals may be claimed only when someone volunteers for more than 4.5 hours at a time. A maximum of £6 may be claimed, however, if a volunteer has a meal that costs less than £6, [NAME OF ORGANISATION] will only reimburse the actual cost.

If volunteers are attending events reasonable out of pocket expenses will be paid for refreshments.

Volunteers cannot claim the cost of alcohol.

**Childcare and Carer Costs**

[NAME OF ORGANISATION] is not usually able to cover childcare or carer cover. If you are able to cover costs of childcare, put details in here i.e. how many hours maximum and the appropriate costs.

**Extraordinary Costs**

Any extraordinary expenses that are not covered by this policy must be agreed in advance with the supervisor.

**Payments**

Where possible payments will be made through bank transfer, however, we recognise that this may cause some volunteers financial difficulties, therefore volunteers are able to claim up to a maximum of £15 in cash. No payments over £15 will be made in cash.

If a payment is made in cash the volunteer will be required to sign the claim form and a petty cash slip to confirm receipt of payment.

**How to Make a Claim**

ALL claims for volunteer expenses require the completion of the volunteer expenses form.

All claims must be accompanied by receipts for expenditure, with the exception of mileage. Payment will not be made without receipts.

All volunteer claim forms must be signed by the Supervisor.

All Board of Director claims must be signed by the Treasurer.

Claims by the Treasurer must be signed by the Chair.