Policy Aim

We encourage all our volunteers to claim expenses as we do not want you to be out of pocket for giving your time. We also want to make sure that volunteering with us is accessible to everyone, regardless of their personal circumstances.

We encourage our volunteers to claim expenses as we can then cost this into our project financial outgoings, which will help us to budget and plan for future volunteer-involving projects.

We will reimburse the cost of volunteering for volunteers and this policy sets out how we will do so. It is written to ensure that neither we nor our volunteers face any legal, tax or benefits problems.

What we will reimburse

We will reimburse for the cost of volunteering to you, including attending supervision sessions or essential training.
We ask that you consider the most cost-effective way to travel to undertake your role, which may mean an alternative method of travel, booking in advance and booking standard/second class tickets.

**Petrol costs**

We will reimburse people’s car journeys using the HMRC rate of 45p per mile. This is the rate that is used to avoid potential tax and benefit problems. We will reimburse up to a maximum of 15 miles per journey. If you travel more than 15 miles for the role, then the amount that you are able to claim reduces to 25p per mile up to 30 miles, and 0p for anything above 30 miles. Please keep petrol receipts where possible.

**Public transport**

We will reimburse reasonable bus or rail travel costs up to £10. Volunteers should retain tickets/receipts as evidence of their cost.

**Car Parking**

We ask that where possible you park in places that are free, however, we can reimburse parking charges provided you obtain a receipt.

**Food and refreshments**

If you are attending an event where refreshments are not provided, and are required to be there for more than 4 hours, then you are able to claim for refreshments up to a maximum of £5. However, this should be discussed and agreed with your supervisor in advance of your volunteering. We cannot reimburse for amounts higher than this, or for alcohol.

We need to see the above-mentioned evidence to be able to prove that we are reimbursing people’s actual costs. This is because the payments could be seen as income by Jobcentre Plus and HMRC. It could even change our relationship with our volunteers into an employment one.

How we will reimburse

Volunteers must record their expenses on the Volunteer Expenses form, which they will receive via email, or please request a paper copy. These should be sent to your volunteer contact at regular intervals, along with relevant receipts and/or tickets. Expenses must be claimed within 3 months, although should ideally be claimed monthly.

Reimbursement will be by electronic payment, unless you advise this is not possible, so volunteers will need to provide bank account details on the Volunteer Expenses form.