**Volunteer Expenses Policy**

**Organisation Name** will reimburse its volunteers with reasonable out-of-pocket expenses. **Organisation name** can only reimburse expenses that are incurred whilst volunteering with us. Volunteers are asked to complete an expenses form and submit receipts where applicable.

**Reimbursable Expenses**

**Organisation Name** wants all volunteers to claim expenses but they do have to be reasonable expenses. We encourage anyone claiming expenses to try and find the most cost-effective method possible, without putting their safety or wellbeing at risk.

**Use of own transport**

* Mileage is paid in line with the HMRC allowances and the current rate is £0.45 per mile.
* Calculate the mileage of your journey to and from your volunteering and during your volunteering if applicable and add this to your expenses claim form.
* Full reimbursement will be made for car parking charges where applicable. Appropriate receipts must be attached to the expenses claim form.
* We do not reimburse parking fines or speeding tickets under any circumstances.
* Volunteers should be asked to ensure that their car insurance covers them for volunteering activities.

**Public transport**

* Full reimbursement will be made for the cost of travel tickets. Appropriate receipts or photos of receipts must be sent with the expenses claim form.
* The use of taxis will only be reimbursed in specific circumstances and where agreed in advance with the volunteer manager at **organisation name**.

**Food and Drink**

* Volunteers who choose to participate in activities for 2 hours or more may claim for reimbursement of the costs of refreshments up to the value of £3.00. Volunteers who participate in activities for 4 hours or more may claim for reimbursement of the cost of refreshments up to the value of £5.00.
* Receipts or photos of receipts should be submitted along with the claim form.

**Other Expenses**

Any other costs associated with volunteering such as any specific equipment needed for the role or DBS checks (if applicable to the role) will be covered directly by the organisation. If there are any other costs associated with the role, this needs to be discussed and agreed between the volunteer and the volunteer manager in the first instance.

**Claiming Expenses**

* Volunteers are asked to submit claims within 6 weeks of incurring the expense.
* Volunteers should complete the expenses claim form and attach any receipts and submit to **xxx**
* Payments will be processed within **xxx** days
* Payment will be by bank transfer
* If volunteers need reimbursing immediately or don’t have a bank account, the process will be agreed between the volunteer and the volunteer manager.

Date of Policy:

Review Date: