











<u>Policy</u> harity")

es for the Charity as a volunteer. reward beyond reimbursement of of the Charity without any

aff] of the Charity.] mply with this Volunteer

expenses are not a reward or re that no one is unable to so, and that the Charity's

y volunteers while they are

penses [but if a volunteer does night nevertheless claim their rity.]] [Volunteers are important to its volunteers.]]

ctual expense and it is necessarily activities for the Charity. An han a flat amount, except that ney concerned is claimable, a set at the time, set by HMRC.

arity sets maximum limits on

e, how and when the Charity will mbursable.

lunteer must claim using the is [attached][available [from the Secretary/Administrator][on the

ase if the Charity's Volunteer ubmitted by the volunteer and if

e following:] [volunteer's line ecretary] [Chair of Trustees] [any

ed, and, where VAT is charged,

Charity

<<Nam

Policy on volunteers' expenses

This policy applies to everyone wh A volunteer is anyone who, withou expenses, performs a task at the i obligation.

[There is a separate expenses pol

The Charity will pay expenses to a Expenses Policy.

The policy of the Charity is that we compensation for loss of a volunte volunteer for the Charity because volunteers are not out of pocket.

The Charity's policy is to reimburs carrying out their volunteering.

[[It is important to the Charity that not wish to receive reimbursemen expenses and then donate the am the Charity, and it is very apprecia

An expense will only be reimburse incurred by the volunteer in the co "actual expense" means the exact when using a vehicle for travel an mileage rate may be claimed at th

Expenses must be reasonable, an expenses.

This policy sets out how claims for make reimbursement and the type

How to claim expenses

In order to be reimbursed with any Charity's Volunteer Expenses Cla [Volunteer Coordinator][Volunteer Charity's website]].

The Charity will only reimburse ex Expenses Claim Form is correctly receipts are attached.

A claim will only be paid if it is aut manager][the Volunteer Coordinat trustee].

[Wherever [reasonably] possible, they should be VAT receipts.] However, where no receipt is prov Charity may in its discretion reimb

Unless otherwise agreed by the C within two months after it is incurre

How expenses will be reimburs If a volunteer provides bank detail the Charity directly into their bank cheque or cash, as decided by the

Payment will be made within [<<e working days] after submission of attached.

Types of expense claimable

The categories of claimable exper Volunteer Expenses Claim Form. whether an item claimed is for trav travel other than by means of own

The following notes apply to partic other type of expense as well.

Travel

The expense of any journey is cla

- from the volunteer's home order to carry out any volu
- from their place of voluntee order to carry out, or as pa

Public transport (e.g bus, train), w would be the best value option. Pu advance wherever, and as far as, used where reasonably possible.

No first-class public transport may ticket or railcard will be made.

A private vehicle may be used wh use of a private vehicle would be t

Use of a private vehicle is only pe where they are using their own ve and insured, and has an up-to-dat policy for the purpose, the volunte business use and that they have in their vehicle for volunteering.

Taxis should only be used where i practically be made available [(e.g of day, public transport is not avai authority beforehand, use of a tax Volunteer Coordinator]. Volunteer













ng less than £<<e.g. 10>> , the without any receipt.

em of expense must be claimed

h form, payment will be made by Charity will make payment by

> weeks][<<e.g. ten, twenty>> penses claim form with receipts

at the foot of the Charity's to be completed according to or some other expense (including bus, taxi).

curred but the Table also covers

olunteering (and return home), in gular place of volunteering; or

er place (except their home), in tivity.

al, should be used where that booked off peak and well in hs, offers and discounts should be

sement of the price of a season

t available or is impractical or if

as a full UK driving licence, and, , the vehicle is roadworthy, taxed as required by their insurance vehicle insurance includes prehand of their intention to use

neans of transport is or can is not available or due to the time not practicable to obtain such by [your line manager][the bility needs may agree with [the

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volunteer's line manager] [the Vol used if that will be reasonably ned

Any single journey or round trip (b more than <<e.g. 100>> miles or t be authorised by [the volunteer's l is made or the journey commence

[Air Travel

Air travel may only be used by a v the Charity and the booking and it Executive][the Chair of Trustees a booked and authorised in that way reimbursed if subsequently appro [two] other trustees. In no circums

<<Add any further restrictions, e.g journey) exceeding certain numbe >>

Accommodation

Where, in order to carry out and/o the volunteer to be away from hor accommodation (with breakfast).

Where possible, the volunteer sho accommodation in advance but if that accommodation booked and

However, no booking for accomm the [volunteer's line manager][the authorise a proposed booking, the take into account the time of day v home, and also the nature, locatio

In each case, the accommodation nightly charge including breakfast the UK>>.

Where overnight accommodation claim up to <<e.g. £40>> for a me the accommodation.

Subsistence

If any continuous session of volun extends over lunchtime, and that lunch without charge or [a fixed al volunteer up to £<<e.g. 5, 10>> fo

If the volunteering activity session and cold] drinks without charge th location where the Charity is not a volunteer up to £<<e.g. 5, 10>> p

Telephone and Internet



general basis that taxis may be eeds.

t) on any occasion that will be s of more than £<<e.g. 50>> must eer Coordinator] before a booking

h if the booking for it is made by n writing by [the Chief y two trustees]. If air travel is not h respect of that travel will only be][Chair of Trustees and at least be other than for economy class.]

o place of volunteering (or return r and above that number of miles

eering activity, it is necessary for will meet the cost of overnight

ty to book and pay for the harity will reimburse the cost of

less and until first authorised by In considering a request to er][the Volunteer Coordinator] will be necessary to travel to and from he accommodation proposed.

eakfast, but in any event no) in London or £140 elsewhere in

bove, the volunteer may also t the volunteer is due to arrive at

eeds <<e.g. 4, 5>> hours or it at home, the Charity will provide >> for lunch][reimburse the volunteer].

by the Charity, it will provide [hot g session. If it is at any other Charity will reimburse the ed by the volunteer. Charges incurred by a volunteer for activity will be reimbursed if the ca landline bill and a copy of the bill i reimbursed to the volunteer to the volunteer activity causes the volur under their contract with the relevant

[Childcare, carer, professional of

<<Insert details of reimbursement that care personally due to volunte

Personal Information

The Charity will only collect the inf in order to process those claims. I statutory accounting reasons. No The Charity will only process that [For further details, see the Charit

General

This policy was approved by the [date>>.

This policy will be reviewed by the [annually][every [two] years].







n carrying out a volunteering ed on the volunteer's mobile or Internet charges will also be use in connection with their er and above their allowance provider.

ed by volunteer unable to provide teer commitments >>

olunteer in their expenses claims n on record as necessary for ed by the Charity to a third party. urrent data protection regulations. /.]

Audit Committee] on <<insert

s Audit Committee] [at least]