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However, where no receipt is provided, the Charity may in its discretion reimburse the claimant for an amount not exceeding less than £<<e.g. 10>> , the claimant must provide a receipt.

Without any receipt.

Unless otherwise agreed by the Charity, the claimant must claim the expense within two months after it is incurred.

Form of expense must be claimed

### How expenses will be reimbursed

If a volunteer provides bank details, the Charity will make payment directly into their bank account. If the volunteer provides a cheque or cash, as decided by the Charity.

On form, payment will be made by the Charity will make payment by

Payment will be made within <<e.g. ten, twenty>> working days] after submission of the expenses claim form with receipts attached.

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

### Types of expense claimable

The categories of claimable expenses are set out in the Volunteer Expenses Claim Form. Whether an item claimed is for travel or some other expense (including travel other than by means of own transport).

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

The following notes apply to particular types of expense as well.

incurred but the Table also covers

### Travel

The expense of any journey is claimable if it is incurred in connection with the volunteering.

volunteering (and return home), in regular place of volunteering; or other place (except their home), in connection with the activity.

- from the volunteer's home in order to carry out any volunteering activity;
- from their place of volunteering in order to carry out, or as part of, any volunteering activity.

Public transport (e.g bus, train), where available, should be used where that would be the best value option. Public transport should be booked off peak and well in advance wherever, and as far as possible, offers and discounts should be used where reasonably possible.

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

Second-class public transport may be claimed. A second-class ticket or railcard will be made.

A private vehicle may be used where the use of a private vehicle would be the best value option.

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Use of a private vehicle is only permitted where they are using their own vehicle, the vehicle is roadworthy, taxed and insured, and has an up-to-date insurance policy for the purpose, the volunteer does not use the vehicle for business use and that they have informed the Volunteer Coordinator in advance of their intention to use their vehicle for volunteering.

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Taxis should only be used where public transport is not available or is impractical or if the use of a private vehicle would be the best value option. Taxis should be booked in advance wherever, and as far as possible, offers and discounts should be used where reasonably possible.

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volunteer's line manager] [the Volunteer Coordinator] must be used if that will be reasonably necessary.

Any single journey or round trip (both ways) of more than <<e.g. 100>> miles or more than <<e.g. 50>> miles must be authorised by [the volunteer's line manager] [the Volunteer Coordinator] before a booking is made or the journey commences.

### **[Air Travel]**

Air travel may only be used by a volunteer if the booking for it is made by [the Chief Executive] [the Chair of Trustees] in writing by [the Chief Executive] [the Chair of Trustees] and authorised in that way by two trustees. If air travel is not booked and authorised in that way, it will not be reimbursed if subsequently approved by [two] other trustees. In no circumstances

<<Add any further restrictions, e.g. journeys exceeding certain number of miles or more than <<e.g. 50>> miles per journey)>>

### **Accommodation**

Where, in order to carry out and/or complete the duties of the volunteer to be away from home, the Charity will meet the cost of overnight accommodation (with breakfast).

Where possible, the volunteer should book accommodation in advance but if that is not possible, the Charity will meet the cost of that accommodation booked and paid for by the volunteer.

However, no booking for accommodation will be made unless and until first authorised by [the volunteer's line manager] [the Volunteer Coordinator]. In considering a request to authorise a proposed booking, the Volunteer Coordinator will take into account the time of day when the volunteer is to travel to and from home, and also the nature, location and duration of the volunteering activity.

In each case, the accommodation will include a nightly charge including breakfast (where applicable) of <<£100 in London or £140 elsewhere in the UK>>.

Where overnight accommodation is provided, the volunteer may also claim up to <<e.g. £40>> for a meal at the accommodation.

### **Subsistence**

If any continuous session of volunteering extends over lunchtime, and that session is at home, the Charity will provide lunch without charge or [a fixed allowance] [reimburse the volunteer up to £<<e.g. 5, 10>> for lunch] [reimburse the volunteer].

If the volunteering activity session is at a location where the Charity is not providing lunch, the Charity will provide [hot and cold] drinks without charge throughout the session. If it is at any other location, the Charity will reimburse the cost of any refreshment provided by the volunteer.

### **Telephone and Internet**

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Charges incurred by a volunteer for carrying out a volunteering activity will be reimbursed if the cost is incurred on the volunteer's mobile or landline bill and a copy of the bill is provided to the Charity. Internet charges will also be reimbursed to the volunteer to the extent that the use in connection with their volunteer activity causes the volunteer to incur charges in excess of their allowance under their contract with the relevant provider.

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**[Childcare, carer, professional costs]**

<<Insert details of reimbursement for costs incurred by volunteer unable to provide care personally due to volunteer commitments >>

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**Personal Information**

The Charity will only collect the information necessary to process those claims. Information will be held on record as necessary for statutory accounting reasons. No information will be passed to a third party. The Charity will only process that information in accordance with current data protection regulations. [For further details, see the Charity's Data Protection Policy.]

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**General**

This policy was approved by the [Charity Board/Audit Committee] on <<insert date>>.

This policy was approved by the [Charity Board/Audit Committee] on <<insert date>>.

This policy will be reviewed by the [Charity Board/Audit Committee] [at least annually][every [two] years].

This policy will be reviewed by the [Charity Board/Audit Committee] [at least annually][every [two] years].

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