



Template expenses reimbursement policy

Volunteers working for [organisation] will not be out of pocket as a result of their involvement. Approved out of pocket expenses will be paid and should not affect benefits claims or have any other legal or tax implications.

Volunteers may claim out of pocket expenses when they are involved in any activities relating to their work with [name of organisation]. The expenses paid will be actual costs incurred. All expenses claimed should be supported by valid receipts as evidence of expenditure.

The expenses that volunteers are entitled to claim whilst working at [name of organisation] are listed below: [organisation to delete/add approved expenses claims as appropriate]

- travel to and from the place where the volunteering activity takes place.
- travel during the course of volunteering.
- meals taken during the course of volunteering may be available where a volunteer works more than 4 hours continuously (up to £5 is recognised as reasonable or the reasonable costs to eat at locally venues if greater.)
- postage, stationery and telephone costs.
- care of children and other dependants during the period of voluntary work.
- the cost of protective or special clothing.
- other approved expenses.

If unsure whether expenditure is valid, please check with the volunteer manager, your staff contact person or the HR manager [organisation to delete as appropriate]. These expenses are in accordance with the Inland Revenue and the Department for Work and Pensions guidelines.

Rates for claiming expenses

Travel

Expenses will be reimbursed for any travel incurred to and from the place where the volunteering activity takes place and travel during the course of volunteering. Travel expenses will be reimbursed at the following rates:

- Public transport fares - second class fares will be reimbursed on production of receipts/tickets.
- Mileage allowance: cars – 45p a mile
Motorcycles – 24p a mile
[Organisation] encourages the use of public transport where possible.
- Care of children during the period of voluntary work [delete this section if not applicable]

If you use childcare whilst undertaking activities for [name of organisation], you might be able to claim for the cost of this - please check with your contact staff member or HR manager. If approved, a registered childcare provider must be used, in order for you to claim this cost back. Childcare costs will be reimbursed for up to £5 per hour per child. The claim must be supported by valid documentation (receipts, invoices or timesheets) detailing the date and duration of the childcare provision.

Payment of expenses

To claim expenses, complete the relevant expenses claim form. Please ask if you need any help to complete the forms.

Once completed, expenses will be processed as soon as possible.

It may be possible, in some circumstances, to claim expenses in advance. Ask your Volunteer Manager for more details.

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.