Volunteers’ Expenses Policy template[[1]](#footnote-1)

*Your Expenses Policy should clearly set out what expenses can be covered and how volunteers should go about claiming reimbursement. The following example is provided as a guide to help you develop your own policy.*

Purpose

The purpose of the policy is to ensure that all volunteers receive equal treatment when claiming reasonable out-of-pocket expenses. ***Insert your organisation’s name here*** believes that volunteers should not be out of pocket for the contribution they make to the community.

Expense claims should not exceed actual expenses incurred. If a volunteer is paid more than their expenses, this will be interpreted as payment for work done, and any welfare benefits could be affected. The volunteer could be liable to pay tax on this money, and the organisation could fall foul of minimum wage legislation.

Definition

Reasonable out-of-pocket expenses include *(adapt to your organisation’s needs)*:

* Travel to and from the place of volunteering
* Travel while volunteering
* Childcare
* Food and refreshments while volunteering
* Postage, telephone calls, etc. paid for by the volunteer
* Cost of equipment, protective clothing, etc.
* Attendance at training events and courses.

**Reimbursement of Expenditure**

Volunteers incurring out-of-pocket expenses during their volunteering will be required to supply appropriate evidence of expenses, such as receipts, on the appropriate claim form which will be made available ***how?***

Volunteers will receive tea and coffee at no cost to themselves when at the office/work base.

Volunteer expenses can be claimed in the following circumstances (*adapt to your organisation’s needs)*:

* Breakfast allowance – on official business starting before 7.00 am and continuing until 8.45 am
* Lunch allowance – working a minimum of 5 hours per day
* Evening Meal allowance – on official business from 5.00 pm and ending after 8.30 pm.

**The subsistence rates are effectivefrom *insert date* and are as follows:**

* Breakfast ***specify how much***
* Lunch ***specify how much***
* Evening Meal ***specify how much***

**Travel Expenses**

Public Transport

Where possible, volunteers should use public transport. Full reimbursement of fares incurred will be paid provided that appropriate tickets and receipts are provided. Where the use of a car is likely to be more cost effective, then a car can be used subject to the following: ***insert conditions***.

Taxis – People with Disabilities

Volunteers using taxis will not be expected to use their Taxi Card to get to and from or in the course of their voluntary work. The taxi fare should be claimed using the approved claim form and receipts.

Car Allowance

Travel/mileage expenses necessarily incurred by volunteers in the performance of their official or other authorised duties will be reimbursed after authorisation by their manager. Claims must be made on the approved claim form.

**Car Insurance and Vehicle Road Worthiness**

All volunteers must insure their cars for business before they can be authorised to use their car on official business. Volunteers who do not comply with this requirement will **not** be able to use their vehicle for volunteering with ***insert your organisation’s name here.***

All volunteers using their own car will be required to show a valid WOF.

***Insert your group’s name here*** will **not** permit volunteers to use their vehicle for business use where the volunteer has not provided such information. This is especially important where a volunteer is asked to use a vehicle for work purposes on an irregular basis. ***Insert your organisation’s name here*** will undertake to check to ensure that the necessary insurance is in place.

**Childcare**

***Insert your organisation’****s* ***name here*** recognises that the need for childcare can be a barrier to volunteering for anyone with young children. We believe that volunteering is as valuable as employment and formal education for personal and career development and that it is crucial in building strong, active communities.

The expense of childcare is a challenge for most parents, whether they are working, studying or volunteering. It is often easier for parents to get state financial help with childcare if they are working or studying. Funding and childcare advice may be available through Working for Families depending on circumstances.

Any volunteer with childcare needs should discuss options with ***insert name here*** as to ***insert your organisation’s******name here*** ability to help contribute/pay childcare expenses.

**Any Other Expenses**

Other reasonable out-of-pocket expenses must be:

1. approved in advance by who? and
2. be made on the approved claim form

**Claiming Expenses**

All claims must be authorised by who? and forms should be submitted how?

**Appeal Rights**

Any volunteer who considers that the provision relating to the reimbursement of expenditure has not been properly applied shall be able to pursue the matter through ***insert your organisation’s name here*** grievance procedure.

1. #  Adapted from Clackmannanshire Third Sector Interface (www.ctis.org.uk)

 [↑](#footnote-ref-1)