

# Volunteer Expenses Policy

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(Version 2)



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## 1. Why we have a Volunteer Expenses Policy

We value our volunteers and want to remove as many barriers as possible. We will cover all reasonable expenses whilst volunteering for us. We encourage all volunteers to claim their expenses whilst also using the lowest cost mode of transport, without putting your safety or wellbeing at risk.

## 2. What is covered

We cover travel, food and drink for volunteers. We have set limits on expenses, so we get the best use of limited funds. If you need to go above these limits or claim for expenses other than food, drink and travel, talk to your Volunteer Supervisor or the Volunteer Programme Manager.

### Travel

We will pay for any travel costs to and from where you are volunteering or if you need to travel as part of your role. Where possible we ask volunteers to book as early as they can and to choose the lowest cost option. This includes choosing public transport over car. If your regular travel expenses are likely to go above £20, please speak to your Volunteer Supervisor or the Volunteer Programme Manager.

### Taxis

If you intend to travel to/from your volunteering via taxi and would like a refund, this must be agreed with the Volunteer Programme Manager in advance. The cost of travel by taxi will be covered if:

- There is no reasonable alternative.
- Your volunteering starts so early or late, there is no reliable public transport or you would feel unsafe at that hour.
- Something heavy, bulky or valuable is being transported, such as bringing materials to/from a Pride event.
- You have a disability which means you need a taxi.

### Use of own vehicle

Mileage is paid according to the Inland Revenue mileage rates (currently 45p per mile). Public transport should be the preferred option for all journeys. Mileage over 40 miles should be discussed with your supervisor prior to the journey. We will cover parking costs when using your own vehicle. You should try to use the lowest cost car park available.

If you use your own vehicle to get to your volunteering, it is at your own risk. If using your vehicle for business purposes, you must have a full UK driving licence, and the vehicle must have an in-date MOT certificate, be fully taxed vehicle and insured for business use.

## **Food and drink**

If you are volunteering for more than three hours and this period is over a mealtime, if a meal is not provided, we will refund the cost of a meal and soft drink up to £7. Alcohol will not be reimbursed.

## **Mentoring expenses**

In person mentoring is likely to take place at a café or a location that serves food and drink. We can refund the cost of a drink and a snack for the young person, and a drink for you, up to a total cost of £15. We can provide a pre-paid gift card for you to use.

## **Accommodation**

There may be rare occasions when volunteers will need to stay overnight somewhere. We will book accommodation on behalf of volunteers in line with the akt Purchasing Policy. If breakfast is not included in the room price, we will reimburse breakfast costs up to £10 and an evening meal up to £20.

## **Other costs**

When a volunteer role requires a specific piece of equipment e.g. software we will try to pay for this upfront. Any other costs must be agreed with your Volunteer Supervisor or the Volunteer Programme Manager.

We are unable to cover the cost of childcare or caring expenses.

## **3. How to Claim**

All expenses need to be claimed back within two months of the activity. Claims must be filled out using the Volunteer Expenses Form which can be downloaded from the [Volunteers' Network area](#) of the akt website. Your Volunteer Supervisor or the Volunteer Programme Manager can also give you a blank form. All forms must be submitted along with original receipts or travel statements e.g. TFL account statement. Expenses will be paid by bank transfer within 7 days of your form being approved.

At some events e.g. Prides you may be given cash to buy food whilst at the event. In this instance, please keep hold of any receipts and return with any change to the staff member supervising your volunteering.

## **4. Lost/missing receipts**

It's not always possible to get a receipt, or you may forget. If this happens, explain on the Expenses Form that there is no receipt. For costs over £10 you must provide an explanation to your Volunteer Supervisor or the Volunteer Programme Manager. If you fail to provide receipts on several occasions without a reasonable explanation, this could result in your claims not being processed without valid receipts.