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| A close up of a logo  Description automatically generated | **[Model Expenses Policy]** |
| [Template] |

Volunteers are not paid for their time, however, volunteers who carry out volunteering activities for [NAME OF ORGANISATION] will not be out of pocket as a result of their involvement. Approved out of pocket expenses, required to carry out the volunteering activity, 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 volunteering 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 volunteering at [NAME OF ORGANISATION] are listed below:

* Travel to and from the place where the voluntary activity takes place.
* Travel during the course of volunteering.
* Meals taken during the course of volunteering may be available where a volunteer contributes more than 4 hours continuously (up to £5 is recognised as reasonable)
* Postage, stationery and telephone costs and other materials or equipment required for volunteering activity.
* Care of dependents, including children, during the period or volunteering (see over)
* The cost of protective or special equipment or clothing.
* Other approved expenses relating to volunteering role or activity.

If unsure whether expenditure is valid, please check with the volunteer manager, your named contact person or the HR manager.

These expenses are in accordance with the Inland Revenue and the Department for Work and Pensions guidelines. For further information please visit: [UK Government – Expenses and Benefits](https://www.gov.uk/expenses-and-benefits-business-travel-mileage)

**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

Fares, second class only, will be reimbursed on production of receipts/ tickets. [NAME OF ORGANISATION] encourages the use of public transport where possible.

Mileage Allowance

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| **Millage Allowance** | **Cars** | **Motorcycles** | **Bicycles** |
| On first 10,000 miles of the financial year | 45p per mile | 24p per mile | 20p per mile |
| On each additional mile over 10,000 miles | 25p per mile | 24p per mile | 20p per mile |
| For each passenger carried an additional | 5p per mile | Not applicable | Not applicable |
| **Daily Mileage Threshold** | **100 miles** | | |
| On each mile above 100 miles per day | 25p per mile | 15p per mile | Not applicable |

Childcare

If you use childcare whilst undertaking activities for [NAME OF ORGANISATION] you might be able to claim the cost of this, 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 attached expense claim form. Please ask if you need any help to complete the forms.

Once completed, expenses will be processed as soon as possible. Claims are usually paid via BACS, if this is problematic for you, please speak with your volunteer manager.

It is possible, in some circumstances, to claim expenses in advance. Ask your volunteer manager for more details.

The information in this document is for information 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.

**This is a template document, please amend and use as appropriate,**

**we suggest that you set up with your own logo and branding.**

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**Disclaimer**



Third Sector Support Wales is a network of support organisations for the whole of the third sector in Wales.

It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA).

For further information contact

<https://thirdsectorsupport.wales/contact/>