Reimbursing your volunteers: Model Reimbursement of Expenses Policy – TEMPLATE

This is a template guide, please amend and use as appropriate, only stating in your Reimbursement of Expenses Policy all that is agreed as current within your organisation.

We suggest that you create your own version with your organisation's logo and branding.

This policy would benefit from a regular review, for example alongside your Volunteering Policy and Volunteering Strategy and you may look for additional budget to expand what you choose to offer.

[YOUR POLICY TITLE]

Reimbursement of expenses is an important indicator of quality within volunteering as stated in the Code of Practice for Organisations Involving Volunteers and Investing in Volunteers.

This reimbursement enables recruitment and retention of the most diverse volunteer base. We wish to develop a culture of reimbursement and welcome all our volunteers to claim their expenses back. This helps us as an organisation assess the true cost of volunteering and develop budgets accordingly.

Volunteers who carry out volunteering activities for **[NAME OF ORGANISATION]** will not be out of pocket as a result of their involvement. Agreed out of pocket expenses, required to carry out the volunteering activity, will be reimbursed 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]**. In line with Her Majesty's Revenue and Customs (HMRC) requirements the expenses reimbursed 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 volunteering 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)

- If not available to the volunteer, but necessary, postage, stationery and telephone costs and other materials or equipment required for volunteering activity.
- If not available to the volunteer, but necessary, the cost of protective or special equipment or clothing.
- Other approved expenses relating to volunteering role or activity.
- Care of dependents, including children, during the period or volunteering (see below)

If unsure whether expenditure is valid, volunteers are to check with the volunteer manager OR their named contact person

This reimbursement of expenses information is in accordance with the Inland Revenue and the Department for Work and Pensions guidelines. For further information please visit: UK Government – Expenses and Benefits

Expenses

Travel

Expenses will be reimbursed for any travel incurred to and from the place where the volunteering takes place and travel during the course of volunteering.

[NAME OF ORGANISATION] would encourage use of public transport where possible . Bus and where needed train fares, will be reimbursed to our volunteers on production of receipts/ tickets

Mileage – If volunteers are driving their own car for volunteering, they will be reimbursed at a rate of 45p per mile, we have a separate rate for those using a motorcycle of 24p per mile and to encourage cycle use 20p per mile. When agreed with the volunteer manager, we reimburse taxi fares.

Childcare and care costs

[NAME OF ORGANISATION] will reimburse childcare and care costs as agreed. A registered childcare or care provider must be used, in order for volunteers to claim these expenses back. Childcare costs will be reimbursed for up to £5 per hour per child and care costs will be reimbursed at the rate discussed with the volunteer. The claim must be supported by valid documentation (receipts, invoices or timesheets) detailing the date and duration of the childcare / care provision.

Payment of expenses

To claim expenses, volunteers will need to complete the attached Reimbursement of Expenses claim form **[ORGANISATIONS TO HAVE THEIR OWN EASY TO COMPLETE CLAIM FORM & PROCESS]**. Volunteers are encouraged to ask if they need any help to complete the forms.

Claims are usually paid via BACS, if this is problematic for volunteers, they are encouraged to speak to their Volunteer Manager. Petty cash is available to those volunteers who need immediate reimbursement.

Our usual internal process / BACS cycle is to accept reimbursement of expenses forms and have them settled at **[ADD SPECIFIC TO YOUR ORGANISATION HERE** e.g close of place each Friday, end of the month**]**. If there are changes to this process at specific times of the year, volunteers will be informed.

All reimbursement of expenses should be settled regularly and **[ADD SPECIFIC TO YOUR ORGANISATION HERE** e.g no later than every 3 months, to aid our finance dept**]** and all reimbursement of volunteering expense claims must be submitted by end of the financial year.

It is possible, in some circumstances, to claim expenses in advance. Volunteers are to speak to their Volunteer Manager for more details.