

## Volunteer Expenses Policy

We encourage all our volunteers to claim expenses as we do not want anyone to be out of pocket for giving their time. We also want to make sure that volunteering with us is accessible to everyone regardless of their personal circumstances.

We will reimburse the travel costs of volunteers and this policy sets out how we will do so. It is written to ensure that neither we nor our volunteers face any legal, tax or benefits problems.

### What We Will Reimburse

We ask that all volunteers consider the most cost effective way to travel to undertake their role which may mean an alternative method of travel, booking in advance and booking standard/second class tickets.

#### **Petrol costs for travel while volunteering**

We will reimburse people's car journeys to volunteer using the HMRC rate of 45p per mile. This is the rate that is used to avoid potential tax and benefit problems. We will reimburse up to a maximum of 8 miles per journey. If a volunteer travels more than 10,000 miles for the role then the amount that they are able to claim reduces to 25p per mile.

#### **Public transport travel to group supervision sessions**

We will reimburse reasonable bus or rail travel costs up to £8. Volunteers should retain tickets/receipts as evidence of their cost. Oyster card users should print out their journey history from their online account.

We need to see this evidence to be able to prove that we were reimbursing people's actual costs. If we did not do this the payments could be seen as income by Jobcentre Plus and HMRC. It could even change our relationship with our volunteers into an employment one.

#### **Car Parking**

We ask that where possible volunteers park in places that are free, however we are able to reimburse parking charges provided they obtain a receipt.

## **Food and refreshments**

If volunteers are attending an event where refreshments are not provided and are attending for more than 4 hours, then they are able to claim for refreshments up to a maximum of £5. However, this should be discussed and agreed with the Trustees in advance of volunteering. We cannot reimburse for amounts higher than this or for alcohol.

## **How We Will Reimburse**

Volunteers must record their expenses on the Volunteer Expenses form, which they will receive by email. These should be sent to Lost Cause at regular intervals, along with receipts, tickets or Oyster card journey history print outs. Expenses must be claimed within 3 months. Ideally they will be claimed monthly.

Reimbursement will be by electronic payment unless this is not possible, so volunteers will need to provide bank account details.