****

**Volunteer Expenses**

Volunteers may incur expenses during the course of volunteering for Age UK Barnet and they should not be left out of pocket because of carrying out their duties. These can include travel expenses, e.g. bus or tube fares from their homes to the agreed venues for training or volunteering duties.

Expenses are paid directly into your bank account and therefore we will need your bank details. Occasionally small amounts of expenses can be processed via petty cash if using direct payment to bank account causes difficulty. Claims need to be made monthly, no later than 10 days after the end of the month and will be paid at the end of the month. All claims must be submitted by the end of the financial year.

All expenses claims should be backed up with evidence, e.g. bus or tube tickets/Oyster card print-outs, till receipts, copies of bills.

Copies of the forms can be obtained from the Volunteer Manager or via the website. (Link) <https://www.ageuk.org.uk/barnet/get-involved/volunteer/volunteer-resources/>

All forms must be authorised by your Supervisor/ Manager.

Current mileage rates are:

* Cars and vans: 45p per mile (regardless of engine size)
* Motorcycles: 24p per mile
* Bicycles: 20p per mile

A volunteer driver can claim both the approved mileage rate plus a passenger payment of 5 pence per mile for every passenger they are carrying in the course of their volunteering. This includes passengers who are service users or clients. Please include the names of your passengers and the reason for the journey on your claim form.

If a volunteer is involved with Age UK Barnet for more than 4 hours which includes a meal time, then a meal is also a valid expense. A payment of up to £5.00 is considered reasonable, but this must be agreed in advance.

Activity Centre volunteers may book a free cooked meal with the Centre staff.

Volunteers who give more than 100 hours over 12 months are eligible for the ‘Value You’ scheme which gives discounts on shops/restaurants in London.

Please refer to the main Volunteer Handbook for full details. If you have any specific questions, please discuss these with your supervisor and/or the Volunteer Manager.