



VOLUNTEER EXPENSES POLICY

KEY INFORMATION

Policy prepared, reviewed or amended by:	Bridgette Doyle and Suzanne Hilton, Chief Executive Reviewed by Jim Beardsworth, Corporate Services Manager
Policy approved by Board of Trustees on:	24 August 2021.
Policy became operational on:	August 2021
Next Review Date	November 2027

1.0 INTRODUCTION

- 1.1** This Volunteer Expenses use policy describes the rules governing volunteer expenses and claims for reimbursement of expenses including, but not limited to, travel and meals taken whilst volunteering at Age UK Bolton. It also sets out how our volunteers are expected to behave in connection with expenses.
- 1.2** This policy should be read alongside other key policies. In particular, users should also read the Charity's Gifts, Hospitality and Anti Bribes policy.

2.0 POLICY STATEMENT

- 2.1** Age UK Bolton greatly values its volunteers and understands the importance of reimbursing volunteers for the expenses they incur whilst working for our charity, as a principle of good practice. Volunteering should not cost the volunteers money and it is our policy to ensure that we have clear procedures and processes for the reimbursement of expenses and to follow best practice and ensure volunteers understand and follow the correct procedures for claiming expenses as set out below.

3.0 SCOPE

- 3.1** This policy applies to all volunteers at Age UK Bolton or Age UK Bolton Enterprises Limited (which is a wholly owned subsidiary of Age UK Bolton).

4.0 REIMBURSEMENT OF EXPENSES

- 4.1** We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently, or otherwise, in breach of this policy will be taken very seriously.
- 4.2** The procedure for reimbursement of expenses is:
 - 4.2.1** Submit the claim for allowable expenses within a month of being incurred;
 - 4.2.2** Complete and submit the Age UK Bolton 'expenses claim form';
 - 4.2.3** Attach all relevant documents required to support the claim, for example, receipts (for taxis, car parking, food) and tickets (bus tickets); and
 - 4.2.4** Ensure all expenses being claimed have been authorised in advance, where required.
- 4.3** Claims for authorised expenses submitted correctly in accordance with this policy will be paid directly into your bank / building society account.
- 4.4** Any questions about the reimbursement of expenses should be put to your Service Manager or Volunteer Team Leader before you incur the relevant costs.

5.0 TRAVEL AND MEAL EXPENSES

- 5.1** We will reimburse you for any mileage expenses you incur in connection with your volunteering for us. This can include:
 - 5.1.1** Travel to and from the place of volunteering;
 - 5.1.2** Travel undertaken during volunteering, e.g., transporting clients, going to meetings or events.
- 5.2** The amount of money reimbursed for mileage at Age UK Bolton is the HMRC approved mileage allowance of 45p per mile (with effect from 1 October 2016) for those driving to and from volunteering. Volunteers are expected to keep accurate records of such mileage for these purposes and note this down in the expenses claim form, as required.
- 5.3** We will reimburse necessary parking on production of receipts with your expenses claim form; however, unless authorised in advance, this is subject to a maximum of £4.50 per day for parking in Bolton.
- 5.4** We will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.
- 5.5** We will reimburse your out of pocket expenses for lunch when volunteering with us for a period of time which includes lunchtime, on production of receipts with your expenses claim form. However, unless authorised in advance, this is subject to a maximum of £4.00 per day for lunch in Bolton.
- 5.6** To ensure expenses claims forms are correctly completed, our staff are required to check the dates and times you are volunteering; so please remember to sign in and out whenever volunteering for us.

6.0 BREACH OF THIS POLICY

- 6.1** Breach of this Volunteer Expenses Claim policy is a serious matter and appropriate action will be taken in the circumstances.

VOLUNTEER CONSENT STATEMENT

I (name of volunteer) hereby confirm that I have read, understood and will comply with the attached Age UK Bolton volunteer expenses policy.

Signed.....

Date