

Volunteer Expenses Policy

Age UK Camden

Introduction

Age UK Camden Group reimburses reasonable out of pocket expenses to volunteers. Covering out of pocket expenses is one of the ways in which Age UK Camden Group supports its volunteers. If you have any questions or concerns regarding the policy, please speak to your Key Person or the Head of HR and Central Services.

How to Claim Expenses

Expenses can be claimed every 2 or 4 weeks. We reimburse by BACS (electronic payment to an account). However, we know that some volunteers have cash flow issues and if you need to claim expenses each time you volunteer, please make your manager aware of this in advance so that appropriate provision can be made.

Do not let longer than **2 months** elapse between claims.

The Expense Claim form must be used. **Remember to attach all the relevant receipts/tickets to the form.**

Cash claims cannot exceed £20.

Claims forms must be authorised by your Key Person or our Finance Department.

Volunteers are asked to complete a BACS form allowing us to pay any amounts due directly to a bank account of their choice.

All claim forms must be signed and dated by the volunteer before being submitted. Volunteers can request Freepost envelopes if they wish to send the forms by post.

Travel Expenses

Public Transport:

Age UK Camden Group will reimburse travel expenses for all fares covering Zones 1 – 3

Any other expenses will be at the discretion of management and must be agreed in advance of submitting a claim. Please refer to Appendix 1 for the volunteer expenses claim form.

Out of pocket costs can be claimed for:

- Travel to and from volunteering role
- Travel to and from training/forum/supervision

You will find details of current fares here:

<http://www.tfl.gov.uk/fares-and-payments/fares?intcmp=1648>

If you have an 18+Student or Job Centre Plus travel card, please check the above link for reduced fare costs.

Please provide receipts or proof of journey where possible.

Other Methods of Transport: Car/Motorbike/Bicycle

If you use your Car or Motorcycle while volunteering, you will be reimbursed at the current standard Inland Revenue tax free rate per mile which is:

Car: 45p per mile for the first 10, 000 miles, 25p per mile after that

Motorcycle: 24p per mile

Bicycle 20p per mile

The average distance travelling to and from volunteering and while volunteering to be agreed with each volunteer's Key Person in advance.

Actual miles being claimed must be recorded in the Claim Form along with date and activity.

Please note taking clients in your car is not permitted without prior clearance (this is related to insurance).

Taxi

We do not normally pay for taxi fares, unless pre-authorised by a member of the Senior Management Team and in which case a receipt must be obtained. When authorised, licensed & TFL Cabs only are to be used for safety and insurance reasons.

Meals & Refreshments

If a person volunteers for 3.5 hours or more in any one day, they can claim a maximum of £6.00 towards a meal. This does not include travel time.

A receipt must be submitted with the claim form.

Lunches made at home are not covered. Items that make up part of a shopping receipt are not covered.

Volunteer befrienders who accompany a client on a walk/outing where the client wishes to stop for refreshments can claim £6 toward their own expenses *

A receipt must be provided.

*Volunteers should always check with their manager before agreeing to take someone out.

Childcare/ Caring Responsibilities

If you are requested to undertake additional training outside regular volunteering hours, the cost of childcare/ or care may be reimbursed if agreed in advance with your manager. Any such training and the incurring of cost must be agreed with the volunteer's Key Person before commencing.

Other:

If a role or activity leads to unforeseen expenses for a volunteer, these should be discussed, and any reimbursement allowance must be agreed by the relevant Manager.

Appendix 1:**VOLUNTEER EXPENSES CLAIM FORM**
Please Print clearly and attach all Receipts.

Name: _____

Address: _____
_____What Project do you Volunteer
with? _____**Travel Public Transport – please record each single journey made (please attach receipts
where available)**

| Date | Journey made | Method of Transport (Bus/Tube/Train) | Oyster card Yes/NO | Amount |
|--------------|--------------|---|-----------------------|--------|
| | | | | |
| TOTAL | | | | |

Travel Other (Car, Motor Cycle)

| Date | Journey made | No of miles per journey | Amount per mile | Total amount |
|------|--------------|----------------------------|--------------------|-----------------|
| | | | | |

| | | | | |
|-------|--|--|--|--|
| | | | | |
| TOTAL | | | | |

Other (Meals/ Telephone/ Care Costs/ etc)

| Date | What claim covers | What activity | Amount |
|-------|-------------------|---------------|--------|
| | | | |
| TOTAL | | | |

Final amount claimed

SIGNATURE OF CLAIMANT

..... DATE

PASSED BY (staff member)

..... DATE

DATE PASSED TO FINANCE OFFICER DATE PAID (petty cash/Head office).....