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**Volunteer Expenses Policy**

**Version: 4.0**

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| **Summary:** | This policy outlines the principles around claiming expenses for volunteering with Age UK Camden. It informs how the organisation sets out to support people in volunteering along with the expectations the organisation may have of the volunteer. The document is relevant to anyone who is responsible for recruitment, support, development and coordination of volunteers across the charity.  |
| **Keywords:** |  |
| **Target Audience:** | All Age UK Camden Volunteers and Staff who manage volunteers. |
| **Next Review Date:** | April 2023 |
| **Approved & Ratified by:** | Board of Trustees | **Date of meeting:****Approved** – 8th September 2021 |
| **Date issued:** | March 2019 |
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**Introduction**

Age UK Camden reimburses reasonable out of pocket expenses to volunteers.

Covering out of pocket expenses is one of the ways in which Age UK Camden supports its volunteers. If you have any questions or concerns regarding the policy, please speak to your Manager or the Volunteering Manager.

**How to Claim Expenses**

Expenses can be claimed every 2 or 4 weeks. We reimburse by BACS (electronic payment to an account) or by cheque. 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**.

Resource Centres & Shop – Volunteers can claim directly from their managers on site.

Cash claims cannot exceed £20.

All other Projects – claims forms will be authorised by your manager/ Volunteering manager or Services manager and sent to our Finance department.

Volunteers are asked to complete a BACS form allowing us to pay any amounts due directly to a Bank account of your choice. Please ask for a form when you begin volunteering.

All claim forms must be signed and dated by the volunteer before being submitted.

You can request Freepost envelopes if you are sending the forms by post.

**Travel Expenses**

**Public Transport:**

Age UK Camden will reimburse travel expenses for all fares covering Zones 1 – 3 (except Opening Doors London where the service covers a wider area)

Any other expenses will be at the discretion of management and must be agreed in advance of submitting a claim.

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 you travel to and from volunteering and while volunteering to be agreed with Support Worker 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 authorised by your manager, and in which case a receipt should be obtained. When authorised, licensed & TFL Cabs only 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 / community connectors 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 normally volunteer at a time that your child/ren is/are at school, during the school holidays we may be able to l pay for childcare for those hours. This must be discussed and agreed in advance with your manager.

If you are attending mandatory training outside regular volunteering hours, the cost of childcare/ or care will be reimbursed.

This must be agreed in advance with your manager.

The childcare / carer provider must be registered and an invoice for the amount provided to claim**.**

**Other:**

Any costs incurred by Community Connector Volunteers attending activities with a client, can be reimbursed – Agreement must be given in advance by the CC Manager.

If a role or activity highlights unforeseen out of pockets expenses for a volunteer, these should be discussed in advance and any reimbursement allowance agreed by the relevant manager and/or SMT.