



## **APPENDIX D                      Volunteer Expenses**

Help & Care will reimburse volunteers for all reasonable out of pocket expenses incurred in connection with volunteering undertaken on behalf of one of its teams.

This document sets out how to make a claim and what costs will be reimbursed.

All expenses for volunteers will be managed via claims forms that should be accompanied by receipts where they are available.

The claim form should provide as much detail as possible and can include travel, subsistence and other costs detailed below.

The claim should be preferably made online. If this is not possible, it can be made in hard copy after agreeing the logistics with the local team. All relevant receipts should be scanned or photographed and numbered if relevant.

All claims should be made each month if volunteering is regular or, if volunteering is ad hoc, at least every financial quarter (June, September, December, March)

The local team will be responsible for approving claims and forwarding to the central Finance team for payment.

Payment will usually be paid directly into the volunteer's bank account. Payment by other means is possible but will need to be agreed between Finance and the local team on a case-by-case basis.

Any PPE or other specialised equipment required to carry out the volunteering role will be purchased through Help & Care's Finance team.

### **What can be claimed for?**

#### *Public Transport*

Costs of bus journeys will be reimbursed. If volunteers travel by rail, they should generally travel standard class. The local team may wish to book tickets in advance. The same applies to ferry and coach travel.

#### *Use of own vehicle*

Each volunteer should take responsibility to ensure that their car is suitable for use for business purposes if it is to be used for volunteering activity. This requires checking that the car insurance policy is covered for occasional business use, to include commuting to and from volunteering activity. Additional costs that may be associated with adding business use to a policy can be reimbursed if agreed in advance with the local team.

#### *Accessible Transport/ taxi*

If a volunteer has concerns about using their own vehicle or has no vehicle, and public transport is not an option, a vehicle may be hired. The arrangements for booking and invoicing with the local provider should be agreed in advance with the local team.

### *Mileage in own vehicle*

Where volunteers use their own vehicles for work-related journeys, a mileage allowance will be paid in line with HM Revenue and Customs rates.

The rate of mileage allowance for using your own car or van is 45p per mile, reducing to 25p per mile once annual work-related mileage has exceeded 10,000 miles in a year (commencing 1 April annually).

The rate of mileage allowance for using your own motorbike is 24p per mile and for using your own bicycle the rate of mileage allowance is 20p per mile.

### *Subsistence*

Subsistence is an allowance to cover the cost of refreshments because of undertaking volunteering work. No subsistence allowance will be paid if refreshments are provided as part of the meeting attended or have been covered by the organiser of the activity. Current amounts that can be claimed are:

- up to £5 for breakfast if leaving home before 7 am
- up to £5 for lunch if away from home for more than 4 hours
- up to £15 for dinner if you are staying away from home or finish after 8 pm
- up to £3 per person for drinks if meet a client off-site.

### *Use of own phone and Internet*

Some volunteers may use their own phone/PC/Wi-Fi to undertake a particular piece of work. To acknowledge this, volunteers can claim £5 per task or small project to recognise these costs. This needs to be agreed with the local team in advance before a claim is authorised.

### *Postage and Stationery*

Sometimes, volunteers are required to send letters/questionnaires or forms either to others or to the local team. These costs will be reimbursed with receipts supporting the claims.

### *Additional Costs to support your Volunteering*

Sometimes there may be additional costs to enable someone to volunteer (e.g., carer or childcare costs; additional support). These costs can be covered, and the detail needs to be agreed with the local team before any claims can be made.