

# Volunteer expenses policy

August 2017

Review date: August 2019



Children's Cancer and Leukaemia Group (CCLG) will reimburse its volunteers with reasonable out-of-pocket expenses incurred in the course of the volunteer's role, including expenses for travel.

As a charity, it is CCLG's duty to minimise expenditure that is not directly charitable. Volunteers are asked to keep their expenses incurred to a minimum and record, explain (where necessary) and provide evidence for expenses. Expenses will be reimbursed for involvement/activity agreed with the volunteer's main staff contact at CCLG.

Where availability allows, volunteers will be asked to take part in events and activities within their local area. Volunteers are asked to consider travelling via the most cost effective method of transport.

## Identifying reimbursable expenses

### Use of own transport

- Mileage is paid in line with the HMRC allowances and the current rate is £0.45 per mile.
- You are entitled to claim a 'passenger allowance' of £0.05 per mile where another volunteer is carried as a passenger. You should note the name of the passenger on your claim form.
- A receipt for the purchase of fuel, covering the amount being claimed, should be included with your expenses claim.
- Full reimbursement will be made for car parking charges where applicable. Appropriate receipts must be attached to the expenses claim form.
- We do not reimburse parking fines or speeding tickets under any circumstances
- You should ensure that your motor insurance covers you for volunteering activities. We suggest you contact your insurer to confirm this.

### Public transport

- Full reimbursement will be made for the cost of travel tickets, toll charges, bus, or underground fares. Appropriate receipts, used tickets, or ticket stubs must be attached to the expenses claim form. Where using a 'pay-as-you-go' electronic travel card (e.g. Oyster card) to obtain the lowest fare, a print-out from the appropriate website to which the card is registered is appropriate as a receipt.
- The use of taxis will only be reimbursed in exceptional circumstances and where agreed in advance with the volunteer's main staff contact at CCLG.

### Subsistence

- Volunteers who choose to participate in activities for 3 hours or more may claim for reimbursement of the costs of refreshments up to the value of £3.00. Volunteers who choose to participate in activities for 5 hours or more may claim for reimbursement of the cost of refreshments up to the value of £5.00.
- The time spent volunteering at the event should be noted on the expenses claim form.

## The process of claiming expenses

1. A Volunteer Expenses Form must be completed and submitted to CCLG in order to be reimbursed for any of the above out-of-pocket expenses
2. An original receipt for each expense listed must be given at the time of submission
3. Volunteers are asked to calculate their mileage from postcode to postcode (via Google Maps), purchase fuel and obtain a receipt to claim for mileage.
4. Volunteers are asked to submit claims within 6 weeks of incurring the expense