Wales Council for Voluntary Action

Supporting charities, volunteers and communities

Model policy series

4 Expenses Reimbursement

Volunteers working for [*organisation*] will not be out of pocket as a result of their involvement. Approved out of pocket expenses will be paid and should not affect benefits claims or have any other legal or tax implications.

Volunteers may claim out of pocket expenses when they are involved in any activities relating to their work with [name of organisation]. The expenses paid will be actual costs incurred. All expenses claimed should be supported by valid receipts as evidence of expenditure.

The expenses that volunteers are entitled to claim whilst working at [*name of organisation*] are listed below:

- travel to and from the place where the volunteering activity takes place
- travel during the course of volunteering
- meals taken during the course of volunteering may be available where a volunteer works more than 4 hours continuously (up to £5 is recognised as reasonable)
- postage, stationery and telephone costs
- care of children and other dependants during the period of voluntary work (see over)
- the cost of protective or special clothing
- other approved expenses

If unsure whether expenditure is valid, please check with the volunteer manager, your staff contact person or the HR manager.

These expenses are in accordance with the Inland Revenue and the Department for Work and Pensions guidelines.

Rates for claiming Expenses

Travel:

Expenses will be reimbursed for any travel incurred to and from the place where the volunteering activity takes place and travel during the course of volunteering.

Travel expenses will be reimbursed at the following rates:

- Public transport fares-

Second class fares will be reimbursed on production of receipts/ tickets.

- Mileage Allowance:

Mileage Allowance	Cars	Motorcycles	Bicycles
On the first 10,000 miles in the financial year	45p per mile	24p per mile	20p per mile
On each additional mile over 10,000 miles	25p per mile	15p per mile	-
For each passenger carried, an additional	2p per mile	-	-
Daily mileage threshold	**100 miles**		
On each mile above 100 miles per day	25p per mile	15p per mile	-

[*Organisation*] encourages the use of public transport where possible.

- Care of children during the period of voluntary work

If you use childcare whilst undertaking activities for [*name of organisation*], you might be able to claim the cost of this, check with your contact staff member or HR manager. If approved, a registered childcare provider must be used, in order for you to claim this cost back. Childcare costs will be reimbursed for up to £5 per hour per child. The claim must be supported by valid documentation (receipts, invoices or timesheets) detailing the date and duration of the childcare provision.

Payment of expenses

To claim expenses, complete the attached expense claim form. Please ask if you need any help to complete the forms.

Once completed, expenses will be processed as soon as possible. Claims under £25.00 will be paid in cash, otherwise by cheque.

It is possible, in some circumstances, to claim expenses in advance. Ask your volunteer manager for more details.

The information in this document is for information only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

EXPENSES CLAIMS FORM

Name _____

Date	Activities	Travel				Meals	**Dependant care**	**Telephone/ Postage**	Other	Total
		Journey from	*Journey to*	*Mileage*	*Public Tran / Parking*					

Total claim £_____

Signature of person named above _____ *Authorised by* _____ *Date* _____
Please attach all bus/train tickets & any receipts

Office use only

Project name _____ **Organisation** _____