

Volunteer Expenses Policy

Status	Approved	Named Trustee	David Canfield
Initial Review	November 2022	Reviewed By	HR, SLT, Trustees
Last Review	03/03/23	Approved by Trustees Date	01/02/23
Next Review	01/02/24	Links Last Checked	01/02/23

Purpose

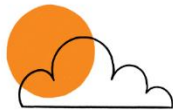
The purpose of this policy is to ensure that no volunteer is left out of pocket because of participation in an agreed paid activity, whilst ensuring that Caudwell Youth is not profligate.

Related Documents

- Volunteer Expenses Form
- Volunteer Policy

Values

Our values are:



Optimistic yet realistic

Look to the future but prioritise the present.



Include intentionally

Foster an open culture.



Deliver with Integrity

Always uphold honesty, act within our morals & ensure we are dependable.



Empowerment

Feedback empathetically, always act with understanding, support and value.

Policy

Caudwell Youth acknowledges that there are many circumstances in which expenses may arise and that our service will continue to evolve, so these circumstances will continue to change.

We will continue to review our policy around expenses as things change, both internally and externally, to ensure that colleagues and volunteers can provide the best service possible while using our funds efficiently and effectively.

Key Expense Areas

Travel

- Rail and bus fares will be reimbursed in full for standard class travel on production of a receipt.
- Volunteers should use the cheapest option for all journeys. Public transport or taxi sharing should be considered for longer journeys.
- Taxis may be used in certain circumstances, either to increase the safety of volunteers at night or where volunteer mobility makes the cheapest form of transport difficult to use, or where shared use of a taxi is the cheapest option.
- Car – volunteer mileage rate is 35p per mile.
- Parking tickets can also be reimbursed for time spent with the young person.



Subsistence

A maximum of £6 per person per session (£12 total for the young person and volunteer) this may be claimed to cover food, non-alcoholic drinks or activities. If you do not see your young person every week, then you can be flexible with expenditure, no more than £50 a month, and should be discussed with your Youth Support Coordinator. Receipts should clearly show the items purchased.

Financial Hardship/Large Expenses

If you are experiencing financial hardship, you can request an advance of your expenses (maximum £40) with your Youth Support Coordinator. This may be given in the form of a gift card, if appropriate. Please complete an additional Volunteer Expenses Form for this. All expenditure should be evidenced and returned to your Youth Support Coordinator via the Expenses Form.

Responsibilities

Trustees

Trustees will:

- Monitor the approved expenses to ensure that funds are being spent wisely.
- Support SLT in making decisions around appropriate expenses approvals.
- Ensure robust policy is in place to meet all volunteers' needs.

Senior Leadership Team (SLT) with HR Manager

SLT, with support from HR Manager, will:

- Pay expenses promptly following submission of a Volunteer Expenses Form with supporting receipts. Monthly expense claims will normally be paid within five working days and always within one month of the date of the claim.
- Provide training on how to complete the Volunteer Expenses Form.
- Monitor expenses being approved by Line Managers.

Colleagues

Colleagues will:

- Approve Volunteer Expenses Forms, within agreed limits, and submit them to the HR Manager.
- Pass any expenses over the agreed limit to SLT for approval.
- Query any anomalies and bring issues to the SLT.

Volunteers

Volunteers will:

- Submit one expense claim per month, by the end of the 8th day of the following month. (Expenses incurred 1st to 31st January should be claimed by 8th February). Please note that retrospective payments cannot normally be paid for expenses incurred more than 3 months previously.
- Collect and submit receipts for all expenses, including bus tickets and fuel receipts for mileage to their relevant member of staff supporting them for reimbursement.
- Keep a log of the exact mileage driven, the reason for the journey and its start and end postcodes and to record that on the monthly expenses claim form along with a fuel receipt date within the previous month of mileage expense. You can use one fuel receipt for multiple mileage claims.



- If wanting to use your own vehicle for volunteering purposes, ensure that your own vehicle has an MOT in date, is fully insured and in good working order. Volunteers should contact their insurer to explain that the car is being used for volunteering purposes and ensure that they have the appropriate insurance in place. All major insurance companies have committed to not increasing premiums due to volunteering.
- Send evidence of MOT and insurance to the Volunteer Lead to ensure that you can claim mileage.
- Consider less expensive options for all expenses, where possible.

