



## Volunteer Expenses Policy

### Introduction

The principle in relation to expenses is as the association is reliant on the support it receives from volunteers, who should be neither, be out of pocket nor have any financial gain when working voluntarily on association-related activity.

It is expected that Volunteers should keep their expense claims to a minimum (without being out of pocket).

The association has a responsibility to ensure that expenditure on travel and subsistence is properly incurred, controlled and represents 'value for money'.

It is good policy for a volunteer to claim the expenses every two to three months.

If a volunteer does not wish to claim expenses, the Association of Carers would encourage the volunteer to still claim as this assists in knowledge of how much the service actually costs and we can demonstrate this to our funders, the claim can be gift aided back to the charity.

### Meeting Expenses

The reasonable cost of childcare, or care of others (for example, an elderly parent) whilst attending trustee meetings, training, or during your voluntary role at the discretion of the Management of the Association of Carers, this should always be discussed with the Volunteer Manager before costs are incurred.

### Administrative Costs

The association will also reimburse the actual costs of postage, telephone calls and other incidental reasonable expenses which you necessarily incur as part of your duties as a volunteer. Please provide full details on your expense claim form, supported by receipts, where appropriate. Telephone calls will be reimbursed with associated VAT when supported by an itemised bill.

The cost of providing communication support: translating documents into Braille for a blind person or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment.

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### Section – Travel

#### Mileage

Travel by car is acceptable where it is more efficient and economical than the use of public transport. For example, where there is no appropriate public transport route; where there are significant files / equipment to be transported; or where there are time and cost savings involved.

Where a private car is used for association business, a volunteer should be certain that their car is covered for 'permitted use' within the terms of their insurance policy. No charge should be made to the association for any additional cost in respect of 'permitted use' on private insurance cover unless first approved by the AOC.

Current private car mileage rates are:

Cars (&Vans)	45p
Bicycle	10p
Motor Cycles	24p

#### Public Transport / Rail Travel

Volunteers are entitled to travel standard rail class on the association's business.

Bus fares will be reimbursed on production of ticket.

Advantage should be taken of concessionary fares, cheap day tickets, and rail/bus card options where appropriate.

Taxis should not be used for any long distance travel, except where the cost of such a journey is less than the cost of any other travel.

#### Tea/Coffee

A reasonable amount can be reimbursed for Teas and coffees whilst taking the carer or cared for person out, or attending training, collections or events etc.

#### Other Expenditure

Only actual expenditure incurred will be reimbursed.



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It is not foreseen that there should be a need for a volunteer to claim for Subsistence & Overnight Accommodation, however, if these circumstances arise then expenditure will be looked at by the Director of Charity, prior to the costs being incurred.

### Section Administration

#### Receipts

Valid VAT invoices or receipts must support all expense claim forms. It is recognised that there are certain categories of expense where receipts cannot be obtained, for example, parking meter charges. Un-receipted expenses up to a maximum of **£10** will be paid, providing a reasonable explanation is provided for the absence of a receipt.

#### VAT

Where your expense item includes VAT, this should be included in the amount of money you claim. Please do not add VAT to expense claims where VAT is not included on your invoice or receipt.

#### Claim Forms

Claim forms are available from the office in either electronic or paper form. Please submit your expense claim forms on a regular basis (ideally every 2 -3 months). Please let the office know of your Bank account details so that we are able to pay you by BACs payment.

**We are not able to offer payment by cheque.**

#### Payment of Claims

We will make payments by BACS as is soon as is reasonably practicable after a claim form has been submitted (generally within 10 days).

#### Dispute

In the event of a dispute, please raise the issue in the first instance with the Director of Charity. In the event that any dispute cannot be resolved in this way, then the dispute should be raised with the chair of AoC who will endeavour to resolve any dispute by consulting with the board of trustees. Please note that the decision of the board of trustees is final.



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If a volunteer has a query in relation to a claim, or require further guidance or assistance please contact our office by phone on 0 1424 722309, or by e-mail at [info@associationofcarers.org.uk](mailto:info@associationofcarers.org.uk)

<b>Reviewed</b>	<b>May 16</b>					
<b>Signature</b>						