

# VOLUNTEER EXPENSES POLICY



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## Introduction and background

The purpose of this policy is to provide guidance on when and how to claim expenses as a volunteer with The Brain Tumour Charity.

We recognise the generous contribution that our volunteers make to our work through the gift of their time. It is The Brain Tumour Charity's policy that our volunteers should not be out of pocket as a result of their volunteering efforts. The Brain Tumour Charity encourages volunteers to claim for any reasonable expenses that are incurred in the course of their volunteering with the Charity.

## Policy Details

**All expense claims need prior approval from your Volunteer Coordinator. Volunteers can claim for the following:**

- Mileage costs incurred whilst carrying out volunteering duties, including travel to and from the location of your volunteering. (Mileage reimbursements will be at 45p per mile)
- Travel costs including car parking and public transport costs incurred during the course of volunteering.
- Costs of meals purchased during your volunteering hours (within the defined limits stated below).
- If volunteering exceeds more than 5 hours in a day, with prior authorisation, volunteers may claim up to the following limits: breakfast £5 maximum, lunch £5 maximum, evening meal £15 maximum (if away from home after 9pm or overnight)
- Project expenditure with prior approval (e.g. postage, stationery, printing costs). Where possible, the Charity will provide all equipment necessary so that volunteers do not have to incur any project expenditure.
- The cost of calls made from a volunteer's home telephone will be reimbursed if the calls are made on behalf of The Charity. All claims for reimbursement of phone bills must have a fully itemised bill attached so the number phoned, call duration and cost is visible.
- Should you wish to you can donate your expenses back to the Charity please talk to the accounts team. If you are a UK taxpayer, you can make your donation go even further by making it subject to Gift Aid, whereby we can claim 45p of tax on every pound you give us, at no cost to you.

### Process

To make a claim for expenses:

1. First seek authorisation for the expenditure prior to the event/cost being incurred with your Volunteer Coordinator (The Brain Tumour Charity staff member who is your main point of contact in relation to your volunteering duties).
2. Complete the volunteer expenses form.
3. Submit the volunteer expenses form to your Volunteer Coordinator, who will then pass the expenses form to their manager for approval.
4. Your Volunteer Coordinator will forward the authorised form to our accounts department for processing.

5. Expenses will be reimbursed by direct bank transfer.
6. Expenses are usually paid every 2 weeks following submission of an approved expenses form.

### **Guidelines**

- Only expenses submitted on the relevant form and correctly authorised will be reimbursed
- Expenses must be claimed within one month of the expense being incurred
- VAT receipts should be provided for all expense claims to The Brain Tumour Charity
- We can only reimburse for actual costs incurred and not as reward or compensation
- We may not be able to reimburse for a cost that has not been authorised in advance of the cost being incurred.
- Travel on public transport should always be booked as far in advance as possible in order to take advantage of the maximum range of discounts. The Charity will pay for standard class travel only. Travel should be 'off peak' wherever possible.
- Always consider the most cost effective means of travel and discuss your arrangements in advance with your Volunteer Coordinator.
- All tax matters are the responsibility of the individual.
- If you are claiming mileage reimbursement you must hold a valid driving licence and have informed your insurers that you are using your car for carrying out voluntary work.
- Speeding and parking fines are not reimbursable.