



# Volunteer Expenses Policy

*April 2016*

[www.peopleknowhow.org](http://www.peopleknowhow.org)

Version:	04
Date Approved:	April 2016
Scheduled Review Date:	May 2017

# Contents

1. Statement of Policy	3
3. Scope of Policy	3
2. Principles	3
3. Volunteer Expenses Process	3
4. Reasonable Expenses	4
6. Monitoring & Review	5
Appendix A: Bank Details Form	6
Appendix B: Volunteer Expenses Record	7

# 1. Statement of Policy

People Know How is committed to directly involving volunteers in its work in order to: contribute to the delivery of People Know How services; form our Board of Trustees; ensure People Know How is responsive to the needs of service users; provide different skills and perspectives; and offer opportunities for participation to people who might otherwise be excluded.

This Policy is intended to provide clear guidelines for all volunteers within People Know How to ensure that volunteers do not inadvertently incur expenses that we can neither justify nor reimburse. This Policy is also intended to insure that volunteers are never out of pocket because of their volunteering activities.

This Policy relates to all areas of People Know How's operation and should be read in conjunction with all other People Know How policies. This Policy will be kept up-to-date, particularly as we change in nature and size. To ensure this, this Policy will be reviewed annually.

# 2. Scope of Policy

This Policy applies to all People Know How volunteers, including trustees, and should be adhered to by all staff members, trustees and volunteers. People Know How's work relies on a network of volunteers and is determined to ensure that volunteers do not experience any financial barriers to volunteering.

# 3. Principles

This Policy outlines the following principles:

- Volunteer expenses will only be paid where an expense has actually been incurred in the course of volunteering activities.
- All volunteers must record and retain receipts for all reasonable expenses incurred during the course of volunteering.
- People Know How will endeavour to reimburse reasonable expenses within two weeks of the volunteering activity taking place.

# 4. Volunteer Expenses Process

At the start of each new volunteering placement, new volunteers will be asked to complete a Bank Details Form (see Appendix A) to provide People Know How with their bank information. All volunteer expenses will either be paid into their account using the bank details provided or given to the volunteer in exact cash.

All volunteers will be provided with a Volunteer Expenses Record (see Appendix B) that will be used to record all expenses incurred in the course of their volunteering activities. Volunteers are required to return Volunteer Expenses Records (see Appendix B) within one week of the relevant volunteering activity taking place. Volunteer Expenses Records (see Appendix B) should be returned with all relevant receipts to the named Contact Person, unless the volunteer has been otherwise instructed.

## 5. Reasonable Expenses

People Know How considers the following expenses to be reasonable:

### Travel Costs

People Know How will pay expenses for travel costs both to and from the place of volunteering and during the course of the volunteering activity. This is typically expected to be the cost of necessary public transport. However, People Know How will reimburse the following other forms of transport:

**Taxis:** People Know How will pay taxi fare if: the volunteer has a disability that prevents them from travelling to their volunteering via public transport; if there is not adequate public transport available locally; or if there is a safety reason (for example, if a volunteer is returning home in the dark). The use of taxis outside the above will need to be approved in advance by the named Contact Person, e.g. if the volunteer is carrying out a volunteering activity in an unfamiliar location.

**Private Vehicles and Cyclists:** People Know How will pay travel expenses for volunteers who use private vehicles or bicycles as their means of transport during the course of volunteering as follows:

	Approved Mileage Rates	
	<i>First 10,000 miles in a tax year</i>	<i>Each mile over 10,000 in a tax year</i>
Cars and Vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

### Childcare Costs

People Know How will pay expenses for crèche or childminding up to a maximum of £7/hour during the course of volunteering activities. All childcare volunteer expenses will need a valid receipt and childminders cannot be related to the volunteer claiming the expense.

### Food and Refreshment Costs

People Know How will reimburse volunteers for food and refreshments for periods of volunteering lasting 4 hours or more. However, we expect costs for food and refreshments to be reasonable and backed up by appropriate receipts.

### Postage and Telephone Call Costs

People Know How will cover the costs of all postage and telephone calls made by the volunteer related to their volunteering activity.

### Materials and Resources Costs

People Know How will cover the costs of all materials required to carry out volunteering activities.

## **Equipment and Specialist Clothing Costs**

People Know How will cover the costs of all reasonable specialist clothing and equipment required to safely and comfortably carry out volunteering activities.

## **Training and Event Costs**

People Know How will cover the costs of all training and events attended by volunteers during the course of volunteering activities. However, all training and event costs should be approved by the named Contact Person in advance.

# **6. Monitoring & Review**

The effectiveness of this Volunteering Policy will be reviewed annually and action taken as necessary.

This Policy will be reviewed in 2017.

## Appendix A: Bank Details Form

This Form should be used to collect Bank Details for the payment of staff members and volunteers.

### THIS FORM IS PRIVATE AND CONFIDENTIAL

Title: [TITLE] Other:

Account Name:

Bank:

Bank Address:

Sort Code: 

--	--	--	--	--	--

Account Number: 

--

I confirm that the above details are correct and that I would like People Know How to use them for payment purposes.

Print Name:

Date:

## Appendix B: Volunteer Expenses Record

In accordance with our Volunteer Expenses Policy, we are only able to pay expenses with appropriate receipts (such as bus/train tickets or taxi receipts). If you have lost or are unable to produce an appropriate receipt, please speak to your named Contact Person.

This Record should be completed and returned to your named Contact Person every month on the requested date.

**Name of Volunteer:**

Date	Type of Expense	Amount (£)	Receipt (✓ or x)
			<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
<b>Total</b>		_____	

**Sign or Print Name (Volunteer):**

**Sign or Print Name (Volunteer Contact Person):**