

# Volunteer Expense Procedure

**Community Care Network**

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# Volunteer Expense Procedure

The Community Care Network is committed to reimbursing volunteers' expenses in the way which is most suitable for each volunteer.

Please use an expenses claim form and attach your receipt for every claim.

## Key points:

- Receipts must be provided for every expense reimbursed
- All expenses must be agreed in advance with the volunteer's mentor.
- Volunteers must complete an expenses form and have it authorised by their mentor
- Volunteers must only be reimbursed for actual expenses incurred; figures must not be rounded up and receipts for every expense must be provided (otherwise there are benefit and tax implications)

## Travel Expenses

Volunteers may claim actual expense incurred for traveling to and from their volunteering activity, up to a maximum of £10.00 per day. Any exceptions to this must be agreed in advance with their mentor.

Volunteers are expected to use public transport, at standard class rate, whenever possible and fares will be reimbursed only when a valid ticket/receipt is produced.

The use of taxis/cabs is appropriate for those who cannot use public transport for access reasons but should be agreed in advance with the volunteer's mentor.

Private transportation may be used and will be reimbursed at the following rates:

- Cars and vans – 40p per mile for the first 1000 miles, 25p per mile over 1000
- Motorcycles – 25p per mile
- Bicycles – 20p per mile

In some exceptional circumstances the Community Care Network may be able to provide cash in advance, for those on limited budgets, to enable individuals to participate in volunteering. This must be agreed in advance with the Volunteer Co-Ordinator.

## Subsistence Expenses

Volunteers may claim actual expense incurred for food/drink, for volunteering of at least 4 hours, up to a maximum of £5 per day. Any exceptions to this must be agreed in advance with their mentor.

If food is purchased to cover more than one day, this should be stated on the expense form.

If food is purchased for more than one person, details of this should be stated on the expense form.

## Caring Expenses

The Community Care Network acknowledges that you might have responsibilities as a carer. We will work with you to try to ensure that your volunteering does not clash with these commitments. In doing this we will be as flexible and creative as we can in accommodating your needs with ours. If, despite all of our combined efforts, we cannot arrive at a workable solution, please talk to us as we may be able to find some resources to support you.

If your circumstances change and caring responsibilities become an issue for you, please talk to us.

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## Other Expenses

Where volunteers operate remotely from the office or are undertaking volunteering in other locations, the Community Care Network will approve in advance expenses incurred through their role such as stamps, phone calls, etc. An upper limit, appropriate to the tasks being undertaken, must be agreed between the volunteer and mentor.

## Administering Payment of Expenses

Payment of expenses will be made to the individual in a way that suits their circumstances. Special consideration will be given to making sure that volunteers who do not have a bank account are not at a disadvantage.

A cash float is available at offices/events where volunteers require immediate payment. Mrs J McMahon is responsible for the administration of the cash float in the office.

Receipts must be taken as proof of expense. No expense will be paid without the corresponding receipt.