

Volunteer Expenses Policy

This policy outlines the expenses Hanover Community Association (HCA) will meet to enable its volunteers to undertake unpaid work for the organisation. HCA aims to avoid the need for volunteers incurring any costs.

1. Rationale

Hanover Community Association is reliant on volunteers for much of the work it does. These individuals give their time and skills free of charge, so it is fair that they should not incur any expenses whilst doing so. The opportunity to volunteer should be available to all. Those on low or fixed incomes should not be discouraged by the possibility of incurring up-front costs associated with volunteering, particularly as these are frequently the very people who have the time to volunteer.

This document details which expenses are covered, and lays out the procedure for meeting them.

2. Who can claim

Anyone who undertakes voluntary work on behalf of HCA, including members of the Management Committee.

3. What can be claimed

As far as practicable, HCA will provide all resources needed. Expenditure must not be incurred before agreement of the member of staff responsible for organising the activity has been obtained. The following are legitimate expenses:

- Meals taken during the period of voluntary work if no refreshments are provided
- Stationery and communication
- Travel undertaken in the course of volunteering

Volunteers will not be remunerated; they will simply be reimbursed for unavoidable out-of-pocket expenditure. This avoids problems both for the organisation and the individuals themselves in respect of tax and income-related benefits.

4. Refreshments

Reasonable subsistence will be reimbursed, up to a maximum of £5 per meal. Claims for alcoholic drinks will not be accepted.

5. Stationery and communication

The cost of any necessary postage, telephone calls, stationery or other equipment used by the volunteer and not provided by HCA will be reimbursed.

6. Travel

Everyone travelling on HCA business must have regard to HCA's environmental policy and choose the most sustainable and cost-effective form of travel, giving preference to walking, cycling and public transport.

If travelling by public transport, the actual cost of any second-class fares will be reimbursed. If travel necessitates the use of a taxi, the actual cost will be reimbursed.

Where used instead of public transport, car or taxi, a cycle rate of 15p per mile may be claimed.

If travel necessitates the use of private transport, a rate of 20p per mile may be claimed.

HCA is a member of the Car Club and volunteers may be able to use this facility for HCA business.

7. Procedure for claiming expenses

(see also HCA Financial Administration Guidance)

- The member of staff or trustee responsible for organising an activity will ensure the budget includes an appropriate sum for volunteer costs.
- The volunteer must agree any expenditure beforehand with a member of staff or trustee.
- Claims should be submitted in writing with receipts attached. If the amount being claimed is less than £10, the reimbursement will usually be made in cash.
- If the amount being claimed is more than £10, the reimbursement may be made by cheque.
- Expenses must be claimed within 1 month of being incurred, unless there are good reasons for delay.

8. Monitoring and Review

The Staffing Group and the HCA Management Committee will review this policy and the way it operates as appropriate.

9. Related Policies and Other Documents

Related policies and documents include:

- Volunteer Policy
- Volunteer Agreement
- Volunteer Enrolment Form
- Financial Administration Guidance



Date adopted: September 2004

Last reviewed: August 2014