

Volunteer Expense Policy

Date Created: 12th April 2019

Authorised: Diane De Souza

Review Date: October 2025

Who does this policy cover?

This policy covers all volunteers of Julia's House Children's Hospices

What is the policy?

Volunteers play a crucial role at Julia's House and it is the Charity's policy to reimburse volunteers for expenses incurred whilst engaged on charity business and to meet the cost of any related expenditure. This policy is intended to provide a clear set of rules for all of the Charity's volunteers to ensure they understand what can and can't be reimbursed.

This policy covers travel, parking and other expenditure which has been incurred whilst volunteering for the Charity. As a Charity we ask all volunteers to ensure their expenses are appropriate and proportionate, incurred wholly, exclusively and necessarily whilst engaged upon business of the Charity.

The policy aims to-

- Identify the major items of expenditure that will be reimbursed by or charged to the Charity.
- Specify the conditions under which expenditure will be reimbursed by means of an expenses claim form.
- Set the maximum financial limits for specified items of expenditure.

Contents:

- How to reclaim expenses
- Travel
- Mileage
- Parking
- Public Transport
- Accommodation
- Refreshment Expenses
- False claims

Reimbursement of expenses

How to reclaim expenses

All expenses must be agreed in advance with your line manager before carrying out any duties that may incur a cost. Julia's House reserve the right to not agree your volunteering duty if it is not cost effective for the charity.

A volunteer expenses claim form must be used to reclaim allowable expenditure incurred on Charity business. A copy of this form will be provided by your line manager.

All amounts claimed as expenses must be fully detailed on the appropriate expenses claim form, and must be substantiated with supporting receipts, invoices or vouchers wherever possible. Only actual costs can be reimbursed, expenses are not a reward or compensation.

The completed, authorised expenses forms must be submitted to your line manager each month.

Claimants will normally be reimbursed by payment directly into their bank accounts or by cheque. Please be aware it can take up to 8 weeks to reimburse your expenses.

VAT receipts should be obtained to help maximise the Charity's recoverable VAT.

Private Vehicle

Julia's House does not provide motor insurance for volunteers who use their own vehicles. Driving in connection with volunteering is normally classified by insurers as 'social, domestic and pleasure' which is part of your standard cover but we recommend that you check with your insurer to check your cover. Any volunteers who will be using Julia's House vans or pool cars need to adhere to the Julia's House Driver Policy, available on request and insurance cover will be provided.

Mileage claims

All mileage from a volunteer's home to the place of volunteering (and return travel) is claimable at the statutory rate (currently 45p per mile). Where there are passengers, an additional 5p per mile per passenger is claimable. When completing the mileage expense form, HMRC requires a detailed description of the journeys, and the mileage must be kept accurate to enable the mileages claims to be verified. **All mileage claims must be approved in advance with your line manager before undertaking the journey.**

Parking and toll fees

Additional fees incurred while traveling on Charity business will be reimbursed. Receipts must be obtained and handed in with the expense claim form. Parking fines and clamping charges etc. are the responsibility of the volunteer and will be exempt from reimbursement. **All must be agreed in advance with your line manager.**

Public Transport

Travel on public transport should always be considered (if cost effective) and booked as far in advance as possible/practical. Volunteers are expected to travel in standard class or by the most economical means. Receipts must be obtained and attached to the expense claim form.

Accommodation

Where volunteers are required to stay away overnight on Charity business and this has been authorised by their line manager, reasonable accommodation expenses such as at a Premier Inn/Travelodge will be reimbursed. In order to achieve the most competitive price, accommodation should be booked in advance where possible.

Refreshment expenses

Food and drink are not claimable through Julia's House unless otherwise agreed in advance with your line manager.

False claims

Claiming for expenses that have not been incurred is a fraud on the Charity and will lead to the end of the volunteer agreement.

Making claims which are not within the terms of the policy or which have not been properly supported by receipts or other records can lead to serious consequences between the Charity, the volunteer and HMRC.

If you have any questions relating to your expenses, please speak to your line manager or email the Volunteer Manager on Volunteer@juliashouse.org.