

Although not necessarily applicable to the practice of volunteering in all cultures, reimbursing expenses can enable those on lower incomes to be involved in volunteering.

To this extent the reimbursement of expenses is an equal opportunities issue.

This is why it is very important to budget properly for volunteers and include costs such as expenses in funding applications.

Travelling to the place of volunteering and paying for food (if the volunteer volunteers for longer than 5 hours), any special clothing or equipment, childcare costs etc. can claim a significant percentage of income for those on benefits or low wages.

To ensure that your volunteer opportunities are accessible to a broad range of people, you will need to build volunteer expenses into any funding application.

Systems for reimbursing should be individually tailored to each organisation's accounting procedures; however there are some general guidelines:

- Reimbursement should be offered before being asked for and paid promptly in cash.
- Have a clear procedure for claiming expenses. Agreement should be reached beforehand on what expenses will be reimbursed and this should be detailed in your expenses policy.
- A system utilising receipts wherever possible can be useful when balancing petty cash.
- If reimbursement for out of pocket expenses is part of an organisation's common practice, it should be mandatory for all volunteers – otherwise a situation is created where a wealthier volunteer will not claim expenses and thus leaves those on lower incomes feeling stigmatised.
- It is also helpful if all volunteers claim expenses when monitoring the cost of involving volunteers and the impact this has on future grant applications.

The Inland Revenue sets rates for the tax free reimbursement of travel expenses for those using private transport



Sample Volunteer Expense Claim Form

Organisational Name	Please refer to the guidance notes before submitting this form	This form must be signed by claimant & returned to (Name of Authorising agent) line manager for countersigning
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Part A - All Claims

NAME: <input style="width: 90%;" type="text"/>	DATE: <input style="width: 90%;" type="text"/>
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All receipts **must** be attached. Please mark all receipts with the corresponding Ref number indicated below.

Part B

Ref:	Date: Incurred	Expenses details: ie: travel from to or car parking	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please note expenses over two months old without due reason may not be paid

Number of receipts			Total claimed	£
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I certify that the amount claimed is in accordance's with **(Organisation Name)** expenses policy

Signature of claimant:	
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Date:	
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Authorising signature:	
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Authorising by:		Date:	
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Part C						
Payment Details:						

*Claim Number:				*account management field only
Payment received date:				
By signing below you agreed the expenses detailed in part B are fully executed				
Claimant signature:				

Expense Claims

Most Charities strongly encourage their volunteers to claim out of pocket expenses that arise from their work for the Charity. There are three reasons for this:

To ensure that everyone who needs to make an expenses claim is free to do so in order to undertake their role

For greater transparency in accounting so that the true costs of running the organisation are clear and the donations are also visible.

If volunteers chose to donate their expenses back to the charity then the charity can claim back an additional 25% from the Inland Revenue.

General Guidance Notes

Please sign this form and Return it completed to **(Named Individual)** / Line Manager for authorising

All forms should be supported by receipts, oyster card printouts or car park stubs

For Travel claims, please use the method of transport which is most economic for the Meeting. In most cases, for journeys greater than 60 miles this will be public transport. 40p per mile can be claimed for travel by car please use post codes from point A to Point B.

Notes on completing Claim Form:

Receipt Reference: The receipt reference is to be marked on the corresponding receipt.

Date: The date on which the expenditure was incurred

Purpose: Type of expenditure involved, a general description of activity (travel, photocopying, postage, printing etc).