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.

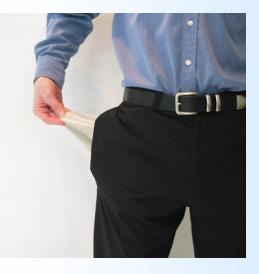
Travelling to the place of volunteering and paying for food (if the volunteer volunteers for longer than 5 hours), any special clothing or equipment, childcare costs etc. can claim a significant percentage of income for those on benefits or low wages.

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			
Part	A - All Claims						
	NAME:	ι	DATE:				
All red	ceipts must be at	tached. Please m Ref number ind	ark all rec licated bel	ceipts with the low.	corresponding		
	Part B						
Ref:	Date: Incurred	· · · · · · · · ·	Expenses details: ie: travel from to or car parking				
1							
2					/		
3	111		<i>II 0</i>				
4	1		8 5				
5	11			11/			
6	(1)						
7							
8			$\perp \perp \perp$				
9			100				
10							
	Please note expen	ses over two months o	old without d	ue reason may not	be paid		
Number of receipts				Total claimed	laimed £		
10	ertify that the amount	claimed is in accordance	ce's with (Org a	anisation Name) ex	rpenses policy		
	Signatur	e of claimant:					
		Date:					
	Authoris	ing signature:					
А	uthorising by:		Date:				



Continued:

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).