



Volunteer Expenses Policy

Supporting Principle

Burslem Jubilee Project recognizes that without volunteers fulfilling its mission would be impossible. Volunteering is giving freely of your time and BJP believes that volunteers should not be out of pocket. BJP also understands that not being able to claim back expenses can be a barrier to some potential volunteers and that they will be denied the experience of helping others and that BJP would miss out on their talents and enthusiasm.

BJP must also recognize that it is a charity and so is obliged (by good practice and the law) to use its limited resources wisely so that there may be occasions when it will not be able to accommodate paying expenses and so may have to forgo the benefits of having a volunteer or particular volunteer activity. Put simply, we will not be able to afford paying expenses beyond a certain point.

Policy

Any reasonable expenses incurred while volunteering should be reimbursed. This includes but is not limited to:

- travel, including to and from the place of volunteering
- meals and refreshments
- care of dependants, including children
- equipment such as protective clothing
- administration costs, eg postage, phone calls, stationery.

Check with the volunteer manager as to which expenses will be approved **before** spending.

In forming our expenses policy have looked to the Inland Revenue and Department for Work and Pensions for guidance.

Travel

Public transport fares will be payable. Tickets must be provided.

Mileage can be claimed at 45p per mile for a car and 24p per mile for a motorbike.

BJP is not in a position to pay for unlimited travel and so must set limits. Check with the volunteer manager **before** spending.

Payment of Expenses

Payments should be claimed by volunteers by filling in the expense claim form (see attached). A claim form can be submitted as often as wished to accommodate the volunteer but at least once per month. Volunteers must discuss the frequency of payment with the volunteer manager when becoming a volunteer or if there is an unusual expense to be paid.

If payment needs to be in advance then discuss this with the volunteer manager **before** spending.

Policy approved November 2019

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