

Expenses

Why should I claim?

We want to ensure that as many people as possible are able to volunteer with us. For this reason, we are keen to ensure that no one is disadvantaged financially by volunteering. Volunteers are already donating time to the Association; it would be wrong to expect them to end up out of pocket – effectively donating money as well.

Payment of expenses is important from an equal opportunities point of view. People on benefits or low incomes should not be excluded because they cannot afford the cost of travel for example. Not paying expenses will make it harder to recruit, as the more barriers we place in the way of volunteers the less likely they are to volunteer.

Another key reason for encouraging all volunteers to claim their expenses is so we can build an accurate picture of volunteers' costs and this helps when making applications to funders.

What can I claim for?

As a volunteer you can claim out-of-pocket expenses. These can include things like:

- telephone costs – non dedicated and dedicated lines
- travel – costs of taxi, bus and train (standard class) fares for travel which is necessarily undertaken during your volunteering
- mileage allowance (volunteers' own car) currently paid at a rate of 45p per mile
- stationery and postage
- refreshments during meetings
- conference/ workshop registration fees

Annual Conference/Regional Conferences

We encourage branches and groups to send representatives to the annual conference or the regional conferences which provide an opportunity to obtain information which is of benefit and allow for networking and the sharing of ideas. However, it is essential that branches and groups agree who their representatives are and what expenses can be claimed prior to attendance. Some branches and groups have large committees and it would be costly if a number wished to attend, in this case a branch or group might decide to offer to pay part costs. Whatever is agreed should be recorded appropriately.

Top Tip

Those attending conferences are there to carry out a role, so as well as reporting back to the committee, an article for the newsletter and/ or website and/ or a short talk at the next open meeting are good ways to give highlights from the day and share ideas from the workshops attended.

Telephone costs

Due to the nature of the branch contact and Association Visitor role, some volunteers carrying out this role have a separate telephone line installed or purchase a mobile pay as you go phone funded by the branch or group. If you are carrying out one of these roles, it's a good idea to have a discussion with the committee about the best way to receive and make telephone calls. If a mobile phone is purchased or a separate telephone installed, then there should be no private usage for this phone.

How do I claim expenses?

If you are volunteering for a branch, then you can claim your expenses from your branch treasurer. Do talk to your treasurer to discuss the process of claiming expenses, for example should you take your expenses to committee meetings or post, email and scan your form and receipts?

[Expenses claim forms](#) are available on the Volunteer Zone.

Whenever possible please do keep receipts so these can be attached to your expenses claim form.

If you are volunteering with a group, or there is no branch, then you can claim your expenses from the Volunteering Team at Francis Crick House. Please don't forget to attach receipts wherever possible.

Once you have sent your expenses to us you should be reimbursed within two weeks. You do have a choice of how you would prefer to receive re-imburement, and if your preference is by bank transfer, then an email notification is sent out a couple of days before the payment.