

Volunteer Expenses Policy

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<i>Stakeholder groups consulted:</i>	Engagement Committee, Volunteering Team
<i>Target Audience (incl other partner)</i>	Volunteers
<i>Review Date:</i>	July 2022
<i>Lead Director:</i>	Chris Wade
<i>Lead Manager:</i>	Matthew Cobble

Policy history

Version	Author	Date	Change
0.1	Emma Connolly	18/01/2016	
0.2	Emma Connolly	25/02/2016	From feedback from Engagement committee and others.
1.0	Emma Connolly	17/03/2016	From further feedback by the Engagement committee followed by final agreement
1.1	Emma Connolly	03/05/2016	From further feedback from Trustees / Finance Director
1.2	Emma Connolly	06/06/2016	From further clarification about mobile phone claims
2.0	Laurie Goudot	25/03/2020	Section 4.4 becomes 'additional support needs'. Section 4.4.3 added to the policy. Approved by Engagement Committee.
3.0	Matthew Cobble	01/08/2021	Changes throughout document.

This policy is intended to provide information for all volunteers within the MND Association; on how to claim expenses for volunteering activities.

It is important that volunteers claim their expenses. The Association wants to ensure that as many people as possible are able to volunteer and the Association is keen to ensure that no one is disadvantaged financially by volunteering.

Not reimbursing expenses may become a barrier to people giving their time to the Association. Therefore, it is essential that all volunteer expenses are claimed and reimbursed swiftly and regularly.

1. How to claim expenses

Expenses incurred by an individual must be reclaimed via an expenses claim form.

When claiming expenses, volunteers must provide an explanation of why the expense has been incurred and be clear that it is appropriate expenditure on Association activity.

Except for mileage claims and phone calls, all expenses must be supported by a receipt, an invoice or other proof of expenditure. Credit card receipts are not appropriate on their own unless they contain details of items purchased.

Providing receipts verifies that an expense has been incurred, not only to the approver but also for HMRC, should the Association be subject to an inspection.

We appreciate that some volunteers may not be able to pay for anticipated expenses in advance. In these instances we recommend that volunteers either ask the branch or group to pay the expense direct or it may be possible for the branch or group to provide the volunteer with funds from petty cash to cover the expense. Please talk to your branch treasurer or ASC (named staff contact) to discuss this option.

1.1 Lost or missing receipts

The Association accepts that it is not always possible to obtain receipts for purchases made when volunteering.

If volunteers are unable to produce receipts for a claim, they can provide a

declaration of “no receipt” for items totalling £10 or less (noted on the claim form) without question. Authorisation of items valued at more than £10 but less than £100 may be paid at the staff contact or branch treasurer’s discretion after explanation by the volunteer. Above £100, a Head of Region will be required to approve the reimbursement. However, persistent failure to produce valid receipts may result in subsequent claims not being approved unless supported by valid receipts.

1.2 Submission and approval of expenses

We would ask that where possible, all claims are submitted monthly.

It may not be possible to reimburse any expenses which are claimed more than six months after they are incurred.

All expenses must be approved and those approving will check that the expenses being claimed comply with the requirements of this policy before approving a reimbursement.

Volunteer Role	Receives Claim	Approves Claim	Timescale for Reimbursement
Branch volunteers, Support Volunteers (including Association Visitors) linked to a local branch, Campaign volunteers and other volunteers connected to a branch	Branch Treasurer	Area Support Coordinator or two branch authorized signatories	2 weeks
Group volunteers, Support Volunteers (including Association Visitors) linked to a local group, Campaign volunteers and other volunteers connected to a group	Finance Team at Francis Crick House	Area Support Coordinator or two members of the groups planning group	2 weeks
National Volunteering Roles (e.g. Policy and Campaigns advisory)	Finance Team at Francis Crick House	Staff member supporting national	2 weeks

Group Members)		volunteer role	
Trustees	Governance Team at Francis Crick House	Chair of Board of Trustees and Director of Finance	2 weeks

2. Travel and accommodation

1.3 Private vehicle usage and mileage re-imburement

The rate per mile which may be claimed for the use of private vehicles is as follows:

	First 10,000 miles in the tax year	Each mile over 10,000 miles in the tax year	Additional allowance per mile for each passenger
Cars and vans	45p	25p	5p
Motorcycles	24p	24p	
Bicycle	20p	20p	

These rates may be amended by the Board of Trustees at any time.

The cost of parking whilst volunteering with the Association will be reimbursed with receipts provided where possible.

Where practical the Association may reimburse toll charges incurred whilst travelling for the Association. Volunteers are asked to avoid toll charges where it is practical to do so. Please ensure a receipt is presented as proof of the charge.

1.4 Other forms of travel

For some volunteering activities travel on public transport may be considered (if safe and cost effective) and booked as far in advance as possible/practical to take advantage of the full range of discounts.

If a volunteer is required to travel long distances or overseas whilst volunteering, please contact your named staff contact and branch treasurer / finance officer to obtain agreement prior to booking.

Volunteers are asked to travel in standard/second class or by the most economical means. Any volunteer wishing to travel by business/first class may do so if they pay the balance between the most economical fare available and the actual expenditure

or if the travelling via this arrangement is the most economical.

When travel is required in major cities, volunteers are asked to utilise contactless reimbursement or oyster card facilities where possible, as in most cities this will reduce the cost of travel to the Association. For travel in London registering your bank card with Transport for London will allow you to obtain a journey history online. Where a receipt is not available please detail the journey on the expenses claim form.

The Association is unable to reimburse the purchase of any form of season ticket or railcard (such as young person, senior or disability railcard). Due to the nature of these cards, they can also be used for personal journeys so are classed as a taxable benefit by HMRC.

Taxis should only be used when considered essential, and where public transport is not practical, accessible, safe, or in case of emergency.

1.5 Accommodation and subsistence

2.3.1 Accommodation

Agreement should be obtained prior to booking from the volunteer's named staff contact, the relevant branch treasurer and budget holder (where these differ, such as External Affairs/Fundraising Teams for national roles/events).

Overnight en-suite accommodation in a hotel (including breakfast): up to a maximum of £110 per night (£150 in London) will be reimbursed. Accommodation costs over and above this amount will be permitted if there are reasonable additional costs incurred in meeting the accessibility needs of an individual.

In addition there may be circumstances when staying at an Association organised event, such as the national AGM and regional conferences, where the cost is likely to exceed the stated maximum amount. Please agree this in advance with the member of staff approving the expenses.

In certain situations (such as national/regional conferences or training events) volunteers may feel it is preferable and cost effective to receive overnight accommodation from a family member or friend. In these situations, and with prior agreement from the volunteer's staff contact or relevant branch or group, a gift is permissible up to a maximum value of £20 total.

2.3.2 Subsistence

When volunteering for a full day (over 4 hours and at scheduled mealtimes) and refreshments and lunch are not provided expenses may be claimed for meals.

- Breakfast/lunch/refreshments: up to a maximum of £15 in total per day
- Evening meal including one drink: up to a maximum of £20 per day

Any amount in excess of the current rates will not be reimbursed.

3. Telephone and administrative costs

There may be times when volunteers incur administration costs whilst undertaking their role; for example, when making phone calls, printing materials, or sending letters on behalf of the Association. The Association can reimburse the costs of phone calls, stationery, and postage, when supported by receipts or an itemised bill, or pre agreed arrangement for mobile phone usage/contract. If an itemised bill is not available, volunteers may claim up to a value of £15 per month.

If a volunteering role is dependent upon the use of a mobile device or sim card this may (with agreement of named staff, contact or relevant branch or group) be provided or purchased.

Expenses may be incurred by volunteers for digital communication tools such as Zoom or tools which support the production of email newsletters. These costs may be reclaimed through branch or group funds with prior approval from the relevant approver in advance of taking out any subscription.

The Association is unable to reimburse the costs of furniture, utilities (including gas, electricity, broadband/phone line installation) and rental costs or computer equipment (except when they are purchased with branch or group funds solely for the purpose of delivering branch or group activities).

4. Additional support needs

4.2.1 Childcare

Where it is not desirable, practicable, safe, or appropriate to bring a dependent young person to an event, the Association will contribute to the cost of childcare. In this instance, the actual costs of care provided by a registered childminder will be reimbursed up to a maximum of £10 per hour.

4.2.2 Carer support

The Association recognises that many volunteers are also carers. Where a volunteer is the main carer the Association will reimburse actual costs of care provided, by a professional carer, up to a maximum of £25 per hour

4.2.3 Additional expenses to support people to fully participate in volunteering activity

It is important that volunteering at the MND association is accessible and inclusive and that our expenses policy enables reasonable adjustments to be made to support everyone to fully participate in volunteering.

If a volunteer has accessibility needs that may mean it is in their best interests to plan an overnight stay when attending a meeting or event to avoid long periods of travelling this may be claimed as an expense providing it is agreed with the staff member supporting them in advance.

Where required, the Association will pay up to £25 per hour for additional caring support where this is incurred especially as a result of attending an event or activity.

It is recognised that to attend some events other specialist equipment or accommodation needs may be identified and the Association will make reasonable provisions to assist with such expenses.