

Volunteers Expenses Policy

The LINK Board recognises that no volunteer should be out of pocket because of participation in a LINK activity. Reimbursement of expenditure incurred will be made for expenses agreed, in advance, with the Host organisation and on production of supporting receipts.

The LINK Board will agree to the Host paying expenses claims on its behalf in order to enable all claims to be processed quickly and correctly recorded. The LINK Board will allow the host to pay expenses up to a maximum of £30 per month. In specific circumstances where travel will exceed £30 when attending an event for the benefit of the LINK, authorization must be agreed by Chair, Vice Chair and Host.

Subsistence

A budget of £4.00 per person per day will be provided to cover food and non-alcoholic drinks for a full day's volunteering (NB a full day = between 4 & 8 hours).

Travel

- **Bus:** Volunteers should keep their bus tickets; write the details of the journey on the back of the ticket or on a separate sheet of paper. If such expenses are expected to exceed £10 then the volunteer should gain approval in advance.
- **Rail fares:** will be reimbursed in full for standard class travel on production of a receipt. Volunteers should endeavour to obtain the cheapest fare possible through the use of saver tickets etc.
- **Taxi fares:** Taxi's may be used on the grounds of health or disability where suitable evidence can be provided to the Host. The evidence will need to be renewed every six months from its commencement if there are no date specifications detailed in the relevant documents. The LINK will reimburse any member if a cost is incurred in obtaining the evidence. If evidence cannot be provided reimbursement will be provided at the car users mileage rate. Taxi fares will **not** be reimbursed unless by prior agreement.

- **Private transport:** Volunteers may use their own vehicle when volunteering on a LINK project, volunteers are required to keep a log of the exact mileage incurred, the following mileage allowance will be paid:
38p per mile as standard, a further 2p per mile can be claimed for transporting other members of the group to LINK activities or meetings.
Car Parking will be fully reimbursed; submit ticket with the details of the activity on the back of the ticket or on a separate sheet of paper.

Childcare and Carers

Childcare and carers expenses can be reimbursed. Prior agreement from the Host is required.

Other Expenses

The Host will consider other reasonable expenses e.g. printer cartridges, stationery etc. Each claim will be considered on its own merits and may be referred to the LINK Host for approval.

Responsibilities of Volunteers

The individual volunteer is responsible for collecting and presenting receipts to the Host for payment.

The individual volunteer is asked to undertake the most cost effective option when participating in LINK activities.