**Volunteer Expenses Policy**

**Travel**

* The Advice Centre aims to reimburse volunteers’ reasonable out-of-pocket expenses incurred in the course of their roles and duties as volunteers.
* All volunteers are strongly encouraged to claim expenses.
* Claims should be made at the end of every month and should be claimed within two months of the expenditure cost being incurred.
* Expenses will only be reimbursed on production of receipts.
* Advance funding of expenses may be agreed only in circumstances where a volunteer would be unable to fund the cost in advance.

**Expenses that can be reimbursed**

* From the volunteer’s home to the placement office/training course venue as follows:
* The cost of a return journey or one-day bus pass, travel card or Oyster Card (whatever is the cheapest form of travel) on public transport as appropriate.
* Mileage rate as agreed in the Local Authority NJC guidelines (currently 40p per mile)
* Volunteers with mobility difficulties and unable to use public transport may be eligible for a Taxi card, if so the centre will reimburse taxi fares but this should be discussed and agreed in advance.

**Lunch**

* For any volunteer who has completed volunteers for a full day the advice centre will reimburse the cost of lunch up to the value of £4 per full day (6 hours).

**Procedure for claiming expenses**

* The lunch must be purchased from the trolley which arrives in the centre at 10am, volunteers can select food to the value of £4
* Receipts must be attached – no expenses will be reimbursed where there is no receipt.
* The form should be passed to the Centre Administrator who will arrange payment.
* The Centre Administrator will issue a cheque within four weeks of receiving the form.
* If advance payment has been agreed, receipts must be kept and submitted along with any change.
* All expenses claims must be submitted within 4 weeks of the expenditure being incurred.