



POLICY / PROCEDURE INFORMATION (Policy no VOL09)	
Subject	Volunteer Expenses <i>(This policy is subject to periodic review and will be amended according to service development needs)</i>
Applicable to	All volunteers of Nottinghamshire Hospice
Target Audience	Line managers are responsible for ensuring volunteers are inducted and given the correct training in accordance with this policy and procedure.
Date issued	July 2021
Next review date	July 2024
Lead responsible for Policy	Volunteer Services Manager
Policy reviewed by	Volunteer Services Manager
Notified to (when)	Strategy and Corporate Governance Group Jul 21
Authorised by (when)	Strategy and Corporate Governance Group Jul 21
CQC Standard if applicable	
Links to other Policies	Volunteer Policy VOL01
Summary	The aim of this policy is to outline an equitable and fair approach to claiming expenses for voluntary work undertaken on behalf on Nottinghamshire Hospice
This policy replaces	

VERSION CONTROL		
Status	Date	Reviewed date
Original policy written by Jo Drake, Volunteer Services Manager. Updated to website.	July 2021	July 2024

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1. Introduction

This policy is intended to provide a clear set of rules for all volunteers within Nottinghamshire Hospice to ensure that volunteers do not inadvertently incur expenses which we can neither justify nor reimburse. We need at all times to ensure that our expenditure is relevant to our charitable objectives and can be fully justified therefore all expenses should be reasonable and kept to a minimum.

2. Who the policy applies to

All Nottinghamshire Hospice Volunteers

3. Travel

Nottinghamshire Hospice Volunteers are not expected to lose out financially. All Volunteers will have travel and agreed expenses reimbursed by Nottinghamshire Hospice, in accordance with the following:

- The cost of travelling to and from the voluntary task, the agreed mileage rate currently of **£0.45p** per mile for a car, **£0.24p** per mile for a motorcycle, £0.20. per mile for bikes and **£0.05p** per passenger mile.
- The exact cost of public transport taken – this includes bus and rail fare but excludes taxi fare. We would expect you to purchase the cheapest tickets possible.
- Car parking as necessary for undertaking the volunteering task.
- Nottinghamshire Hospice will support travel expenses in the private motor car of a volunteer for a maximum of **10 miles** per volunteering shift with the exception of driver volunteers who may be required to travel further due to their role (this will need to be agreed beforehand). If the distance to and from you place of volunteering is further than this, please discuss this with you line manager before commencing volunteering.

4. Other expenditure

4.1 Counselling Volunteers

- The hospice can contribute up to £40 per month for an external supervision which is usually required for the Counselling role.

5. How to claim expenses

5.1 Hospice Volunteers

On your first day, you will be given a Bank Details Form and an Expenses Claim form. Please complete the Bank form and return in a sealed envelope to your line manager or directly to the Finance team. If you have incurred expenses, please complete the expenses form once a month and return to the authorising manager.

5.2 Retail Volunteers

- Retail volunteers can have their expenses paid at the end of the shift in agreement with the Retail Manager. Evidence of the expenses must be provided and an expenses form must be completed. The form will be available from the Retail Manager.

6. Additional Information

- All volunteers must claim expenses by completing the Volunteer Expenses Claim Form available via the relevant manager who will authorise completed claims.
- Only expenses submitted on the relevant form and correctly authorised will be reimbursed. Details should be given of claims on the expenses form and these should be accompanied by invoices or VAT receipts if available.
- All claims should be signed by the Volunteer and the authorising manager. If this is not possible i.e. the volunteer submits their claim via email, the email should be attached to confirm the claim and then the authorizing manager can sign and submit the form to finance.
- All claims should be made within 1 month of expenses being incurred.
- Only actual costs incurred can be reimbursed, expenses do not represent a reward or compensation for loss of time.
- Volunteers will be asked to show valid motor insurance cover and ensure they are covered for volunteering or sign the relevant section on the expenses form to confirm that they have agreed their driving on Nottinghamshire Hospice business with their insurers before we can reimburse mileage costs.
- Volunteers who work at the hospice can have their expenses paid at the end of the shift in agreement with the Volunteer Services Manager. Evidence of the expenses must be provided, and an expenses form must be completed. The form will be available from Volunteer Services Team.
- If a volunteer is going to be claiming expenses on a regular basis, then reimbursement can be made by direct bank transfer. Please add your bank details to the Volunteer form.
- We do not cover the cost of taxis
- We do not cover the cost of meals
- Activities likely to incur expenses for volunteers should be authorised by managers in advance. Nottinghamshire Hospice can accept no liability for expenses that result from activities not agreed beforehand with managers.
- Volunteer Services can check mileage claims using Google Maps for travel distance for accuracy.

Volunteer Name:
Volunteer Role:
Month ending:



NOTTINGHAMSHIRE HOSPICE VOLUNTEER EXPENSES CLAIM FORM

How to claim expenses:

- Please complete and return to your authorising manager
- You will need to attach all receipts to this form and number them according to the claim (where relevant)
- Claims should be submitted by 15th of the month to ensure payment in that month
- Expenses will be repaid by direct bank transfer at the end of each month (unless in retail or agreed otherwise by Volunteer Services/Finance)
- Please discuss with Volunteer Services in advance if you are unsure if any expenses can be claimed

Date	Description of activity	Description of expenses	Travel		Receipt number	Total (£)
			Method of transport: Bus/bike/train/car/	Mileage		

NOTES:

Mileage is calculated at 45p per mile for cars and vans; 24p per mile for motorcycles, 20p per mile for bikes and 5p per passenger per mile. The cheapest bus and rail should be purchased.

If your expenses claim includes car mileage, please tick the box to confirm that you hold a full driving licence, have insurance cover for volunteering, that your car is roadworthy, taxed and has a valid MOT certificate

Any volunteer who does not want to claim expenses can donate the amount back to the Hospice by ticking the box; we will then set up the gift aid process. On behalf of our patients, thank you very much.

Signed by volunteer:

Print name:

Date:.....

Approved by Authorising Manager :

Date:

Approved by Finance Services :.....

Date: