



<b>POLICY INFORMATION (Policy no VOL009)</b>	
<b>Subject</b>	<b>Volunteer Expenses</b> <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
<b>Applicable to</b>	All volunteers of Nottinghamshire Hospice
<b>Target Audience</b>	Allocated managers are responsible for ensuring volunteers are inducted and given the correct training in accordance with this policy and procedure.
<b>Date issued</b>	30 Jan 2024
<b>Next review date</b>	30 Jan 2027
<b>Lead responsible for Policy</b>	Director of People Services
<b>Policy reviewed by</b>	Director of People Services
<b>Notified to (when)</b>	Strategy and Corporate Governance Committee (30 Jan 2024)
<b>Authorised by (when)</b>	Strategy and Corporate Governance Committee (30 Jan 2024)
<b>CQC Standard if applicable</b>	
<b>Links to other Hospice Policies</b>	<a href="#">Volunteer Policy VOL01</a>
<b>Links to external policies</b>	
<b>Summary</b>	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.
<b>This policy replaces</b>	Volunteer Expenses Policy VOL09 2021-24

### **IMPORTANT NOTICE**

Staff should refer to the Hospice website for the most up to date Policy. If the review date has passed it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<b>VERSION CONTROL</b>		
<b>Status</b>	<b>Date</b>	<b>Review date</b>
Original policy written by Drake, Volunteer Services Manager. Updated to website.	July 2021	July 2024
Policy reviewed by Director of People Services		
Policy notified to Strategy and Corporate Governance Committee	30 Jan 2024	
Policy ratified by Strategy and Corporate Governance Committee	30 Jan 2024	30 Jan 2027
Appendix 1 – Example of Expenses Claim Form updated	Dec 2023	
Updated control sheet and published on website	Feb 2024	

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**APPENDICES**

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<p><b>1.</b></p>	<p><b>Introduction</b></p> <p>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.</p>
<p><b>2.</b></p>	<p><b>Scope</b></p> <p>This policy applies to all Nottinghamshire Hospice Volunteers</p>
<p><b>3.</b></p>	<p><b>Travel</b></p> <p>Nottinghamshire Hospice Volunteers are able to claim agreed reasonable expenses in line with their volunteering role. All volunteers will have travel and agreed expenses reimbursed by Nottinghamshire Hospice, in accordance with the following:</p> <ul style="list-style-type: none"> <li>• The cost of travelling to and from the voluntary task, the agreed mileage rate currently of <b>£0.45p</b> per mile for a car, <b>£0.24p</b> per mile for a motorcycle, £0.20. permile for bikes and <b>£0.05p</b> per passenger mile.</li> <li>• 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.</li> <li>• Car parking as necessary for undertaking the volunteering task.</li> <li>• Nottinghamshire Hospice will support travel expenses in the private motor car of a Volunteer for a maximum of <b>10 miles</b> 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 your place of volunteering is further than this, please discuss this with your allocated manager before commencing volunteering.</li> </ul>

<p><b>4.</b></p>	<p><b>Exceptions</b></p> <p><b>Counselling Volunteers</b></p> <p>The Hospice can contribute up to £50 per month for an external supervision which is usually required for the Counselling role.</p> <p>Due to the nature of the role, it may be acceptable to claim more than 10 miles per volunteering shift and this will need to be agreed with your allocated manager before incurring the expense.</p> <p><b>Trustee Volunteers</b></p> <p>Trustee Volunteers will not be able to claim travel costs to and from home to the Hospice's Woodborough Road site or any other local meeting site.</p> <p>Any extraordinary expenses incurred as part of a Trustee role must be agreed in advance with the Chair of the Board of Trustees – e.g., if a Trustee was expected to travel to London and stay overnight.</p>
<p><b>5.</b></p>	<p><b>How to claim expenses</b></p> <p><b>Hospice Volunteers</b></p> <p>Your allocated manager will provide you with a Bank Details form and an Expenses Claim form. Please complete the Bank form and return in a sealed envelope to your allocated manager or directly to the Finance team. If you have incurred expenses, please complete the Volunteer Expenses Claim form once a month and return to the allocated manager.</p> <p><b>Retail Volunteers</b></p> <p>Retail volunteers can have their expenses paid at the end of the shift in agreement with the Community Shop Manager. Evidence of the expenses must be provided and an expenses form must be completed. The form will be available from the Community Shop Manager.</p>

## 6. Additional Information

All volunteers must claim expenses by completing the Volunteer Expenses Claim Form available via the relevant allocated 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 receipts and invoices.
- All claims should be signed by the Volunteer and the allocated 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 authorising 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 (as long as these costs are reasonable) can be reimbursed, expenses do not represent a reward or compensation for loss of time.
- Volunteers who drive as part of their volunteering role, 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.
- 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 (unless a volunteer has been asked, with no notice, to stay to an afternoon volunteering shift following on from a planned morning shift)
- Activities likely to incur expenses for volunteers should be authorised by the allocated managers in advance of incurring the cost. If there is any doubt as to whether costs can be incurred, the allocated manager should contact Volunteer Services. Nottinghamshire Hospice can accept no

	<p>liability for expenses that result from activities not agreed beforehand with allocated managers.</p> <ul style="list-style-type: none"><li>• Volunteer Services can check mileage claims at any time using Google Maps for travel distance for accuracy.</li></ul>
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<b>Volunteer</b> <b>Name:</b> <b>Volunteer</b>
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**NOTTINGHAMSHIRE HOSPICE VOLUNTEER EXPENSES CLAIM FORM**

How to claim expenses:

- Please complete and return to your allocated manager
- You will need to attach all receipts to this form and number them according to the claim (where relevant)
- Only up to 10 miles per volunteering shift can be claimed when travelling by motor car (see Exceptions of the Volunteer Expenses Policy)
- Claims should be submitted by 15<sup>th</sup> 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.

**Volunteers who drive as part of their role** - If your expenses claim includes car mileage, please tick the box to confirm that you hold a full driving licence, have insurance that covers you for volunteering within your driving role that your car is roadworthy, taxed and has a valid MOT certificate

Signed by volunteer: .....

Print name: .....

Date:.....

Approved by Allocated Manager : .....

Date: .....

Approved by Finance Services :.....

Date: .....