



Information Sheet No. 9

EXPENSES

Why pay expenses?

- * Paying expenses to volunteers is an essential element of good practice
- * The payment of expenses ensures that volunteering is open to everyone
- * Organisations will benefit from the skills and abilities of all sections of the community
- * If an organisation does not pay expenses it cannot claim to be promoting equal opportunity

What expenses should be paid?

- * Fares to and from the organisation or place where the volunteer is involved
- * Cost of travel incurred in the course of voluntary work
- * Any out-of-pocket expenses eg. telephone calls
- * Mileage – at an agreed rate for volunteer drivers
- * Meals taken in the course of voluntary work (it is worthwhile setting an upper limit)

The procedure for claiming expenses needs to be explained as part of a volunteer's induction to an organisation.

If it is impossible to refund expenses, this should be made clear prior to a volunteer becoming involved in the organisation. This situation should be reviewed as soon as possible and the cost of expenses for volunteers included in budgets and future funding applications.

It is important only to reimburse the actual amount spent on travel or out-of-pocket expenses. Any amount over and above this could lead to difficulties for the volunteer and the organisation eg. with the Benefits Agency, Tax Office, etc.

It is important to be aware of current legislation with regard to volunteers in receipt of any benefits and also the situation regarding volunteer drivers claiming travel costs. The Volunteer Centre has up to date information on these issues.

DISCLAIMER

This information sheet is intended for guidance only, East Riding Voluntary Action has endeavoured to check that details are correct, but please seek independent advice before applying the guidance to your organisation.