



Llangattock Green Valleys Community Interest Company (CIC)

VOLUNTEER EXPENSES POLICY

Llangattock Green Valleys CIC values its volunteers and we want to ensure that there are no barriers to volunteer involvement. All reasonable out-of-pocket expenses incurred in the course of a volunteer's role, will be reimbursed, including expenses for travel. In order to claim expenses, an expenses form must be completed and handed into the volunteer coordinator. This process will also be explained during the induction process.

Scope

This policy is relevant to all volunteers. This definition includes directors and management committee members as volunteers.

Activity covered by this policy

Any involvement/activity as agreed between the volunteer and management committee/volunteer coordinator.

What expenses will be paid for?

- Travel to include bus, train, taxi or car (car mileage will be paid at the HMRC travel rate of 45p per mile).
- Volunteer subsistence which covers the cost of food and beverages if volunteers have to travel as part of their role (subsistence will be paid in line with HMRC rate – Details are available from the volunteer co-coordinator)
- Other expenses need to be agreed in advance with the volunteer coordinator in writing

Where appropriate a valid ticket, receipt or copy invoice will need to accompany a claim for expenses.

Making a claim

When a volunteer wants to make a claim they will need to fill out a 'Volunteer Expenses Form' which will be provided by the volunteer coordinator

Expense forms should be completed monthly.

The volunteer coordinator will be responsible for signing and to authorise payments for volunteer expenses. In the absence of the volunteer coordinator authorisation can be given by the Chair of the management committee.

Llangattock Green Valleys CIC is registered in England and Wales. Company number: 07255186
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When an expense form has been completed and authorised a payment will then be made to the volunteer either by cash, cheque or into their bank account (where bank details and permission have been given).

Reviewed: September 2023, next date to be reviewed: September 2024