

Expenses Policy

It is reasonable to assume that during a volunteering activity, expenses by the volunteer(s) may be incurred. Rother Fed understands that repayment of 'out of pocket' expenses are extremely important to volunteers, and are also important to us in helping to attract a diverse volunteer 'workforce'. Reimbursing volunteers' expenses means that volunteering is accessible to all, regardless of income.

The term 'Volunteer' refers to Rother Fed Board members, delegates and other unpaid people volunteering their time to Rother Fed business. Rother Fed is committed to reimbursing volunteers for reasonable expenses in accordance with the following policy guidelines.

Where practical, most items will be booked through the office or on account.

These guidelines apply to staff, directors and volunteers.

Travel expenses

1. Public Transport

Volunteers are expected to make use of public transport where it is available, unless its use results in considerable inconvenience, expense or if it is not a practical option due to a disability. In most cases, where practicable, tickets will be booked through the office. The following travelling expenses will be reimbursed providing they relate to Rother Fed business:

- Rail fares. Standard class fares on production of receipts; for tickets costing more than £10, prior authorisation from Rother Fed Manager is required.
- Bus and underground fares on production of receipts, for tickets costing more than £10, prior authorisation from Rother Fed Manager is required.
- Taxi fares. As incurred only if there is no other means of transport or to save time if the urgency of the journey warrants it. If it is known in advance that a Taxi is required, volunteers should contact Rother Fed Staff to arrange the booking.

2. Private Transport

- If the volunteer's own car is used for travel, mileage will be repaid at 40 pence per mile for the first 50 miles of any return journey, and 23 pence per mile thereafter.

Restrictions and exceptions:

- For journeys over 50 miles, an assessment and decision in consultation with the manager is required on whether public or private transport is best value for money for the company.
- Taxi fares will **not** be reimbursed unless by prior agreement.

Catering expenses

- If you volunteer for more than 4 hours and over a mealtime, you are entitled to claim a meal allowance, up to a maximum of £5 (reimbursed on production of receipts).
- If the volunteering period is more than 8 hours in duration an additional food allowance up to a maximum of £10 (reimbursed on production of receipts) will be provided .

Childcare Expenses

- We pay reasonable childcare costs (reimbursed on production of receipts from a registered childminder or provider), agreed in advance with the Development Manager.

Miscellaneous expenses

- These will be paid on a case-by-case basis. Prior agreement on the nature and estimated cost will be required.

Date Policy adopted: 8th December 2009

Signed:

Chair of the Board