



**forget
me
not
children's
hospice**

Volunteer Expenses Policy

Version V.2

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All Forget Me Not Children's Hospice policies are applicable to all colleagues employed by either the charity (Forget Me Not Children's Hospice) or the Trading Subsidiary (FMNT Trading LTD) and Volunteers where applicable. This includes those which refer to "The Hospice" "Forget Me Not" "Russell House" or "The Organisation".

Please also read our [Duty of Candour](#) if it relates to this policy.

1. Introduction

Forget Me Not Children's Hospice and FMNT Trading strives to encourage volunteers, where possible, to overcome barriers to volunteering. Volunteers are able to claim out of pocket expenses linked to their volunteer role as defined in sections 4-7 of this policy.

2. Terms used

Throughout this document the term "*volunteer*" is used to describe anyone who donates their time in a recognised and approved volunteering role benefitting of the organisation.

3. Scope of the policy

This policy must be followed by all colleagues who recruit, train and supervise volunteers.

It must be followed by all volunteers who give time to any volunteer role both within Russell House and in the wider community.

Any attempt to claim expenses in breach of this policy may result in the volunteer agreement being terminated.

4. To claim volunteer expenses a volunteer must:

- have completed the organisation's volunteer application process and relevant training
- have satisfactory references and D.B.S. check (subject to role)
- be carrying out a volunteering activity authorised by the organisation
- be volunteering for a minimum of four hours for trading, estates & facilities and office based roles or for two hours for fundraising and care roles unless agreed otherwise by the department manager
- use public transport where available unless it results in considerable inconvenience, is more expensive than the equivalent mileage claims or if it is not a viable option because of disability or location
- travel to and from their volunteering location by the most direct route
- buy the most cost-effective daily ticket if travelling by public transport. A volunteer may not claim a proportion of a weekly, monthly or annual travel pass
- volunteer at the nearest site with vacancies for that role if travelling to a more distant site is more expensive. If the volunteer chooses to volunteer at a site other than their nearest site, they will be reimbursed expenses for travel to their nearest site at the agreement of the department manager

- expense claim form needs to be submitted the same month and submitted by the last working day of the month
- complete the necessary claim form supplied by the organisation and, if relevant, provide bus/train tickets as proof of travel.

5. Claiming mileage

Driving Own Vehicle

In order for a volunteer to claim mileage, they must provide the following information to the Volunteer Team

- National Insurance Number
- Driving Licence
- MOT Certificate
- Certificate of Car Insurance with Business Mileage

The Volunteer Team will conduct a Driving License Check every 6 months.

Driving a Forget Me Not Vehicle

Please refer to the [Driving for Work Policy](#) for further information.

The volunteer is required to keep a record of the journeys made and to submit this information on a mileage claim form at the end of each month to their key contact for initial checking and authorisation. The claim must include the **post code** of the journey's starting and finishing point. Mileage is paid to volunteers at the same rate as for colleagues, currently 40p per mile.

6. Claiming for public transport

Volunteers who use public transport may claim expenses at the end of the month by completing a monthly expense claim form and submitting this, along with the relevant bus/train tickets as proof of travel, to their key contact for initial checking and authorisation.

Alternatively, volunteers who use public transport may reclaim bus/train fares on the day of volunteering, where 'petty cash' is available. The volunteer must produce bus/train ticket(s) as proof of travel. Daily payments are made in cash.

7. Processing monthly expense/mileage forms

Volunteers' expense claims should be submitted to the Head of Department for checking and approving as soon as possible after the end of the month. These will then be passed across to the Finance Team for payment. Volunteers should be encouraged to provide bank details so that payments can be made by bank transfer. Payment by cheque can be made if bank details are unavailable.

8. Gift Aid

If the volunteer is a UK tax payer, they may wish to donate their out-of-pocket expenses to Forget Me Not rather than keeping them. To do this, please complete the Gift Aid section on the Volunteer Expenses Claim Form.