



Medway Foodbank Volunteer Expenses Policy

Expectation and compliance

- This policy is intended to provide clear guidelines for all volunteers about what can and can't be reimbursed.
- This policy covers travel, subsistence and other expenditure which has been incurred whilst volunteering for Medway Foodbank.
- As a charity we ask all volunteers to ensure their expenses are appropriate and proportionate.
- Expenses incurred by an individual must be reclaimed via an expense claim form.
- This policy aims to ensure that:
 - a) Volunteers are treated fairly, reimbursed promptly, and in full for any legitimate costs they have incurred. Only actual costs incurred may be reimbursed.
 - b) Any expenditure gives the charity best value for money.

Importance of claiming expenses

- Volunteers play a crucial role to Medway Foodbank in helping the organisation to meet the needs of those in food poverty in Medway.
- We want to ensure that as many people as possible are able to volunteer, and we are keen to ensure that no one is disadvantaged financially by volunteering for us.
- Reimbursement of expenses is important from an equal opportunities perspective. Volunteers who may be reliant on benefits or on a lower income should not be excluded because they cannot afford the cost of travel to their place of volunteering.
- We are aware that some volunteers may not wish to receive reimbursement, despite the reasons above.

The time and commitment shown by all volunteers is very much appreciated and without it Medway Foodbank would not be able to carry out all the good work in the community which supports those in need.

Volunteer responsibility

- When claiming expenses, volunteers must provide an explanation of why the expense has been incurred and be clear that it is appropriate expenditure.
- With the exception of mileage claims all expenses must be supported by a receipt, invoice or other proof of expenditure. This verifies that an expense has been incurred, not only to the expenses approver but also for HMRC.
- Credit card receipts are not appropriate on their own unless they contain details of items purchased.
- Where it has not been possible to provide a receipt the Project Manager and Chair of Trustees may authorise the expenses claim if considered to be appropriate.

Private vehicle usage and mileage re-imbusement

- For travel to and from a place of volunteering using a private vehicle volunteers do not need to inform their insurance company. However, if they choose to use their vehicle for volunteering purposes then they must inform their insurance company that they will be using the vehicle for volunteering purposes.
- Volunteers must only use a taxed vehicle which is roadworthy with a current MOT.
- The rate per mile which may be claimed for the use of private vehicles is:
 - for the first 10,000 miles per annum (tax year) 45p/mile, but this may be amended by the Board of Trustees at any time
 - thereafter 25p/mile, however as above this may be subject to potential changes by the Board of Trustees
 - An additional allowance of 5p per mile is claimable by the driver, for each additional volunteer or staff member that is travelling in the vehicle as a passenger (this should not exceed the maximum capacity of a vehicle).
- Expenses incurred should be reclaimed using the claim form available from the Medway Foodbank office. All volunteers are responsible for complying with this policy and correctly completing and submitting their own claim forms. The form must be completed in full with explanations of all expenses. As a general rule claims should be submitted monthly.

Other forms of travel (including train and other public transport)

- Travel on public transport should always be considered (if cost effective) and booked as far in advance as possible / practical in order to take advantage of the full range of discounts.
- Train, coach, bus or taxi fares should be reclaimed at the amount incurred, where accompanied by a valid receipt and, where possible, agreement has been sought prior to booking.
- When volunteers are required to make last minute travel arrangements where no prior agreement has been made they will be expected to ensure that they have utilised the most cost-effective means available to them (exceptions for this include the need for specific travel due to disability).
- Medway Foodbank reserves the right to provide only partial reimbursement if there is not adequate consideration of the cheapest means of travel.
- Volunteers are expected to travel in standard / second class or by the most economical means.
- Medway Foodbank is unable to reimburse the purchase of any form of season ticket or railcard (such as young person, senior or disability railcard). Due to the nature of these cards they can also be used for personal journeys so are classed as a taxable benefit by HMRC.
- Taxis should only be used when considered essential, and where public transport is not practical.

Car parking charges, penalties, fines and accidents

- The cost of parking whilst volunteering with Medway Foodbank will be reimbursed as long as the claim is accompanied by a receipt totalling the amount.
- Fines and charges incurred whilst driving on Medway Foodbank business will NOT be reimbursed and should be paid by the driver of the vehicle. Fines and charges include, but are not limited to: penalties for failure to pay congestion charges, parking fines and motoring offences including speeding.

How to claim for expenses

Please contact the Medway Foodbank office (01634 757057) and we will be able to send you the relevant claim forms.

Agreed by trustees 10th July 2019

Review Date: July 2020