

Developed by:	Nicola Williams	Volunteer Officer	August 2019
Reviewed & Approved by:	Rob Thomas		August 2019
Sign off by:	Jayne Manley	CEO	October 2019
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Volunteer Expenses Policy

The following policy is for volunteer expenses only.

1. All expenses must be pre-agreed with volunteer's staff area lead.
2. A volunteer expenses claim form must be completed for all expenses incurred. A form can be obtained from the Volunteer Officer.
3. The claim must be supported by evidence of the expenditure e.g. invoice, receipt
4. Travel expenses are generally not paid unless under circumstances agreed in advance with staff area lead and Volunteer Officer.
5. Claims up to £50.00 in total may be claimed as petty cash. Claims exceeding £50.00 will be settled by BACS unless specific advance agreement to pay in cash has been received from the Finance department.
6. The reason for the expense must be recorded.
7. If the expenses are to be reimbursed by an outside organisation, this must be made clear to Finance so that an invoice may be raised.
8. Claims must be made within three calendar months of the expenditure being incurred. If the period is longer than three months the Trust reserves the right to refuse payment.
9. The claim form must be authorised by the claimant's staff area lead before presenting to the Finance department for payment.

