

Developed by	Nicola Frost, Volunteer Manager	January 2025
Reviewed & signed off by	Dave Lewis, Director of Operations	January 2025
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## Volunteer Expenses Policy

This policy is for volunteer expenses only.

1. All expenses must be pre-agreed with volunteer's staff lead.
2. A Volunteer Expenses Claim Form must be completed for all expenses incurred. A copy of the form can be requested from the Volunteer Manager by emailing [volunteering@earthtrust.org.uk](mailto:volunteering@earthtrust.org.uk) or by downloading a PDF copy to print at home from the [Volunteer Portal](#).
3. The claim must be supported by evidence of the expenditure e.g. invoice, receipt and reason
4. Travel expenses are generally not paid unless under circumstances agreed in advance with staff lead and Volunteer Manager. Evidence of appropriate insurance and a valid driving license must be presented when submitting petrol claims.
5. If the expenses are part of a project, grant or contract with a third party, this must be made clear to allow Earth Trust to be able to reclaim the amount as appropriate.
6. 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.
7. The claim form must be authorised by the staff lead before payment. The form should be sent to the lead who will send it on to Finance for payment.