

## Warwick Volunteers Expenses Policy

**Warwick Volunteers is committed to ensuring that no volunteer is left 'out of pocket' as a result of volunteering. Warwick Volunteers will reimburse all reasonable expenses incurred by volunteers, and will expect external organisations recruiting through Warwick Volunteers to have a similar policy.**

### Expenses Policy:

- Volunteers will be informed of their right to claim out-of-pocket expenses through Warwick Volunteers website.
- Clear information will be provided on how to claim expenses and any restrictions that may apply.
- Warwick Volunteers expect external organisations recruiting through Warwick Volunteers to reimburse volunteer expenses. If organisations do not offer expenses, this will be made clear in the information about the volunteering opportunity.

### Projects run by Warwick Volunteers

- **For activities organised and delivered by Warwick Volunteers, participating volunteers will be entitled to have the following expenses reimbursed. Receipts must be provided for all expenses reimbursed:**
  - Bus tickets from campus or term-time address to volunteering location.
    - Bus tickets for Monday to Friday travel from term-time address to campus will not be reimbursed.
    - Bus passes will not be reimbursed.
    - Contactless bus payments can only be reimbursed if there is proof of purchase. If by phone, we can accept a screen shot of the transaction as there is no receipt issued. We can also reimburse this expenditure if you bring in a bank statement showing the expenditure. (We will need to keep a copy of this so you may wish to black out transactions on your statement which are not relevant).
  - Train tickets between Leamington and Coventry, when used to access the volunteering activity.
  - Mileage for volunteers using their own car to travel from campus or term-time address to their volunteering location:
    - Volunteers must check with their insurer that they are covered for volunteering and ensure that their car is in a roadworthy condition.
    - The mileage rate will be as set by Warwick Students' Union.
    - Volunteers who travel directly to a volunteering activity from their term-time address can claim mileage driven up to a maximum of the distance from campus to their volunteering activity. Payment above this amount must be approved in advance with the Warwick Volunteers Manager, and will only be paid when:
      - The mileage is incurred strictly because of participation in the volunteering project, and:
        - There is no cheaper alternative for travel to the activity, or
        - Travel by car is required for reasons of Health and Safety or ensuring equal access, for example due to a disability.

- Unavoidable parking costs incurred as a direct result of volunteering activity.
- **The following expenses will not be reimbursed:**
  - Costs of any other mode of transport used to access a volunteering activity within the Coventry and Warwickshire area, including taxis.
    - Where a taxi is required, this must be booked by a Warwick Volunteers staff member. If a volunteer books their own taxi directly, the cost of this will not be reimbursed.
  - Fees to attend events related to volunteering activity, such as training or conferences
    - Attendance at such events must be approved in advance, booked by a Warwick Volunteers' staff member in advance of attendance, and paid directly by Warwick Volunteers. Attendance fees incurred by volunteers will not be reimbursed.
  - Any other expenses that have not been approved in advance.
- **Other expenses incurred as a result of volunteering may be reimbursed, but in all cases require pre-approval from the Warwick Volunteers Manager. These include, but are not limited to:**
  - Meal allowance, when a single volunteering activity lasts for half a day or more.
    - Food will usually be provided if an activity is scheduled to last for half a day or more, rather than a meal allowance being paid.
  - Travel to locations outside of Coventry/Warwickshire area, for example to training events or national conferences.
  - Costs incurred in attending events related to volunteering activity, such as training or conferences.
  - Materials and resources purchased for a volunteering activity
    - Under normal circumstances, materials and resources should be purchased through Warwick Volunteers and not bought directly by a volunteer.
  - Additional expenses incurred by volunteers with specific individual needs, where these expenses are required to access the volunteering activity and would not be incurred otherwise.

#### Projects run **with** Partner Organisations

- Many Warwick Volunteers projects are run in partnership with external organisations.
- For specific Warwick Volunteers' activities hosted in partner organisations, the same expenses arrangements as for 'Projects run by Warwick Volunteers' will apply.
- For volunteering activities led by the partner organisation and involving volunteers who are not members of Warwick Volunteers, the expenses arrangements for 'Projects run by Partner Organisations' will apply.

#### Projects run **by** Partner Organisations

- Where a volunteering opportunity promoted through Warwick Volunteers is open to the general public, Warwick Volunteers will be regarded as a 'volunteer bureau' and will not reimburse volunteer expenses.
- Before advertising external volunteering opportunities, Warwick Volunteers will ensure that organisations reimburse reasonable out of pocket expenses, which will include as a minimum public transport costs incurred to access the volunteering activity. If an organisation is not able to pay out of pocket expenses, this will be clearly stated when advertising their opportunities.

Date last reviewed: December 2018

Date of next review: August 2019