

## Warwick Volunteers Expenses Policy

Warwick Volunteers is committed to ensuring that no volunteer is left 'out of pocket' as a result of volunteering.

- **Where Warwick Volunteers initiate a project, all reasonable and authorised expenses incurred by volunteers will be reimbursed by Warwick Volunteers.**
- **Where Warwick Volunteers works with an external organisation recruiting through Warwick Volunteers expenses incurred by volunteers will not normally be reimbursed by Warwick Volunteers. However, there is an expectation that such organisations will have a similar expenses policy. *If organisations do not offer expenses, or if Warwick Volunteers has agreed to cover travel expenses, this will be made clear in the information about the volunteering opportunity.***
- **Warwick Volunteers primarily supports students to volunteer in the areas in which they are living during term time.**
- **Warwick Volunteers is committed to ensuring travel requirements are considered before a project is listed and that the accessibility of an activity by public transport will be considered as part of the organisation registration process to support sustainability.** Warwick Volunteers focuses on promoting volunteering activities that can be accessed by public transport within 45 minutes from central campus or the major centres of student accommodation.
- **There is a general principle that public transport should be used unless stated otherwise.**

### Alternative Travel Arrangements

**Private Car:** Volunteers may use their own car to access their volunteering, provided that their car is in a roadworthy condition with current MOT (if required) and tax, and they have checked with their insurer that they are covered for volunteering. Mileage expenses will only usually be paid up to a maximum of the distance from campus to the volunteering activity.

**Passenger in a Private Car:** Volunteers who accept a lift to their volunteering activity should check with the driver that they are insured to use their car for volunteering. If a passenger has reason to doubt the roadworthiness of a vehicle in which they are being offered a lift they should decline the lift and report their concerns to the Warwick Volunteers Office who will consider what action if any is needed.

**Group Travel:** For activities involving a large number of volunteers, group travel may be arranged. Where this is the case, information will be provided on project listings and will be available from Project Leaders.

**Taxis:** Taxi fares will not be reimbursed. Students authorised to book taxi's using the Warwick Volunteers taxi booking process can do so where all of the following criteria are met:

- The activity is organised by Warwick Volunteers (taxis will not normally be provided for travel to activities organised by external organisations);
- The project is based in an area that cannot be accessed by public transport within 45 minutes from campus and there are at least two volunteers travelling together;
- Reasons of Health and Safety, for example travelling alone after dark or to ensure access for volunteers who have a disability, who would otherwise be unable to travel to an activity;
- Exceptional cases where viable alternative travel arrangements are temporarily unavailable.
- Travel is from campus directly to the volunteering activity, or vice versa

- **All volunteers are expected to make themselves aware of the travel arrangements for their chosen project before committing.** Any volunteer unsure of transport arrangements should check with their Project Leader or a member of the Warwick Volunteers staff team before committing to a project.

## Where Warwick Volunteers initiate a project

- **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 block 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; 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 Office, 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.
- **Other expenses incurred as a result of volunteering may be reimbursed, but in all cases require pre-approval from the Warwick Volunteers Office. 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 Office 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 supported by Lloyds Scholars Volunteers

- Lloyds Scholars may receive expense reimbursement for volunteering activities that are not usually covered by the above policy at the discretion of Lloyds Scholars Coordinator. as there is funding designated to support their travel costs provided by Lloyds.

Date last reviewed: August 2021

Date of next review: August 2022