

Volunteer Travel Policy

Warwick Volunteers supports students to volunteer in the areas in which they are living during term time. We recognise that in some cases volunteers will need to travel to access volunteering opportunities. Warwick Volunteers is committed to ensuring travel requirements are considered before a project is listed, and that volunteers are not left out of pocket.

All volunteers are expected to make themselves aware of the travel arrangements for their chosen project before committing.

For activities run by external organisations, Warwick Volunteers will list the activity location in a project description. The accessibility of an activity by public transport will be considered as part of the organisation registration process, along with confirmation that the external organisation will reimburse travel costs.

For activities organised by Warwick Volunteers, information on expected travel arrangements will be made available to volunteers in project listings. There is a general principle that public transport should be used unless stated otherwise. 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.

Duration of Travel

Warwick Volunteers focuses on promoting volunteering activities that can be accessed by public transport within 45 minutes from central campus.

Other activities may be promoted, but project listings will make clear that the activity is difficult to access by public transport.

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. Please see the Expenses Policy for more details.

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.

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. A taxi booking request can be submitted to Warwick Volunteers 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)
- Travel is from campus directly to the volunteering activity, or vice versa

- The Warwick Volunteers Manager has approved taxi travel to a project or for an individual for one of the following reasons:
 - o 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;
 - o Reasons of Health and Safety, for example travelling alone after dark;
 - o To ensure access for volunteers who have a disability, who would otherwise be unable to travel to an activity;
 - o Exceptional cases where viable alternative travel arrangements are not available. These will be individual circumstances where usual travel arrangements are temporarily unavailable.

Please note that all taxi travel requests are subject to approval, and are not guaranteed. Taxi approval criteria will be reviewed periodically. Students who regularly submit taxi bookings after the stated deadline will be unable to make further bookings.

Expenses Reimbursement

Reimbursement of travel expenses will normally be limited to a maximum of the cost of travel from campus to a volunteering activity.

Receipts must be obtained and submitted with the claim for travel expenses. Expenses cannot be reimbursed without a receipt. (Bus journeys using the contactless payment system do not provide a receipt, but you may reclaim the expense by providing evidence of personal expenditure on your bank statement.)

Where a volunteer incurs a higher expense, for example by travelling from a term-time address which is further than campus from their volunteering location, approval must be sought from the Warwick Volunteers Manager to claim a higher rate before incurring the expense. Please refer to the Expenses Policy for more information.

Lloyds Scholars

An exception can be made for Lloyds Scholars to travel further distances for volunteering, as there is funding designated to support their travel costs. Travel to volunteering opportunities that will incur significant costs must be approved by the Warwick Volunteers Manager.

Date of last review: Sept 2018
Date of next review: August 2019
Reviewer: Warwick Volunteers Manager