

Barrow Community Library

Volunteer Expenses Policy

Introduction

We value our volunteers and we want to ensure that there are no barriers to volunteer involvement. All reasonable out-of-pocket expenses, incurred in the course of a volunteer's role, will be reimbursed, including expenses for travel. In order to claim expenses, an expenses form must be completed and handed into the volunteer coordinator.

Scope

This policy is relevant to all volunteers. This definition includes Library Management Committee members as volunteers.

Activity covered by this policy

Any involvement/activity as agreed between the volunteer and / Library Management Committee/ volunteer coordinator.

What expenses will be paid for?

- Travel to include bus, train, taxi or car (car mileage will be paid at the HMRC travel rate of 45p per mile).
- Volunteer subsistence which covers the cost of food and beverages if volunteers have to travel as part of their role (subsistence will be paid in line with HMRC rate – Details are available from the volunteer co-coordinator)
- Other expenses need to be agreed in advance with the volunteer coordinator in writing

Where appropriate a valid ticket, receipt or copy invoice will need to accompany a claim for expenses.

Making a claim

When a volunteer wants to make a claim they will need to fill out a 'Volunteer Expenses Form' which will be provided by the volunteer coordinator (see appendix 1)

Expense forms should be completed monthly.

The volunteer coordinator will be responsible for signing and to authorise payments for volunteer expenses. In the absence of the volunteer coordinator authorisation can be given by the Chair of the Library Management Committee.

When an expense form has been completed and authorised a payment will then be made to the volunteer either by cash, cheque or into their bank account (where bank details and permission have been given).

Claims for less than £10 can be processed through the standard petty cash procedure.

This policy was adopted by BUSCA Trustees on 26th November 2015

Signed (BUSCA Trustee)

Date

Signed:A.Kazianis

Date

Review Date: October 2018

Appendix 1

Sample Volunteer Expenses Claim Form

Barrow Community Library

This form is to be used to record those expenses you incur while volunteering for Barrow Community Library for which you wish to be reimbursed.

Expenses will be reimbursed on production of the relevant receipts. Please remember to keep receipts, bus tickets etc.

Date & reason expenses incurred	Type of Expense	Amount
Total		

These represent an accurate account of my out of pocket expenses.

Name of volunteer

Authorised by volunteer co-ordinator

Signature

Date