

# Volunteer Expenses Policy

## 1. Purpose of the policy

- 1.1 To enable all volunteers to contribute to GMFA regardless of their income.
- 1.2 To provide clear guidelines for valid expenses that can be claimed back from GMFA.
- 1.3 To define a transparent process for claiming back expenses.

## 2. Principles

- 2.1 The primary intent of volunteer expense reimbursement is to provide equal access to volunteering for GMFA such that no one be prevented from volunteering for GMFA by reason of financial ability.
- 2.2 All genuine and authorised travel, meal and out of pocket expenses incurred whilst volunteering for GMFA may be claimed. There are limits to the amount of money that can be claimed for some forms of expense such as meals and travel.
- 2.3 Proof that an expense has occurred will be required.
- 2.4 There are no allowances or entitlements to payment and no employment contract shall be implied through the reimbursement of expenses generated through volunteering.
- 2.5 Generally, claims must be made within three months of incurring the expense.
- 2.6 Claims can be paid in cash (up to £50) or cheque.
- 2.7 Knowingly making a false claim will be considered gross misconduct.

## 3. Volunteer Expenses

- 3.1 Costs incurred by a volunteer in relation to volunteering for GMFA are known as “volunteer expenses”.
- 3.2 Volunteers must gain authorisation from a budget holder before they incur a volunteer expense if they wish that expense to be reimbursed by GMFA.
- 3.3 GMFA will normally reimburse volunteers for all costs incurred provided that:
  - a) permission has been gained from a budget holder before the expense was incurred, and
  - b) a volunteer has proof of an expense (receipts, telephone bills etc.),
- 3.4 Exceptions to 3.3 are outlined in section 5 and 6.
- 3.5 Some volunteer expenses do not require permission from a budget holder. These are outlined in 4.4 and 4.5.

#### **4. Authorisation for incurring expenditure**

- 4.1 All expenditure incurred by GMFA has an employee within the organisation who is the budget holder responsible for that expenditure. For expenditure related to a project, this will be the Project Manager associated with that project.
- 4.2 A volunteer will not be entitled to reimbursement of volunteer expenses if s/he has not secured authorisation from the budget holder prior to the expenditure. However, this does not preclude expenses being reimbursed should the budget holder agree to it after it has occurred.
- 4.3 Budget holders may not authorise expenses that contradict this policy.
- 4.4 Authorisation from a budget holder is not required for reimbursement of travel expenses when a volunteer travels within zones 1 to 6 and attends a GMFA meeting, conducts an intervention or is pre-testing an intervention. However, the restrictions in 5.1 to 5.4 still hold.
- 4.5 Permission from a budget holder is not required for reimbursement of lunch providing a volunteer has volunteered four or more hours (excluding a lunch break) during the day. However, the necessity to volunteer for four or more hours may need to be agreed by the budget holder.

#### **5. Restrictions on expenses reimbursed**

##### *Travel Expenses*

- 5.1 Volunteers will not normally be reimbursed for travel above the cost of the cheapest reasonable fare. Within London, GMFA consider travel via bus and tube to be reasonable.
- 5.2 Unauthorised travel by car will only be reimbursed at a level equivalent to bus and tube fare for the same journey.
- 5.3 In exceptional circumstances, full reimbursement for travel expenses using modes of transport other than tube and bus are allowed providing permission has been given by a budget holder beforehand.
- 5.4 GMFA will not normally reimburse volunteers for parking fines.

##### *Meals*

- 5.4 Volunteers will not be reimbursed for lunch beyond £6.
- 5.5 Volunteers will not be reimbursed for evening meals beyond £20. As with other expenses, permission for reimbursement of an evening meal must be gained (from the budget holder) before the expenditure occurs. Permission will normally be granted where there is a strong case that volunteering has caused additional expense to a volunteer due to the time needed to volunteer, or the distance between the place of volunteering and the volunteer's home. Permission will be granted for exceptional circumstances rather than for routine meetings.

### *Meetings*

- 5.6 When meetings are held in a licensed commercial venue, volunteers will not be reimbursed for drinks beyond the cost of a pint of beer at the venue.

### *Delivering interventions in commercial venues*

- 5.7 When delivering or pre-testing interventions in a licensed commercial venue, volunteers will not be reimbursed for drinks beyond the price of a pint of beer for every two hours of volunteering. The maximum number of drinks that can be claimed is three.
- 5.8 When delivering a workshop in a commercial venue, only the cost of lunch will be reimbursed.

## **6. Expenses not requiring receipts**

- 6.1 Reimbursement for travel using private cars will be calculated at 35p per mile.
- 6.2 No proof that an expense has occurred is needed when claiming for travel using a private vehicle, when using an Oyster card, when Course Facilitation Team volunteers claim for lunch when running workshops and any costs associated with printing resources from the Facilitators' website.

## **7. Process for claiming expenses**

- 7.1 All volunteer expenses must be submitted to Office and Finance Manager using the form in appendix 1.
- 7.2 All volunteer expenses must be accompanied by proof of expense incurred.
- 7.3 All volunteer expenses must be claimed within three months of the expense occurring.
- 7.4 Each expense must be signed off by the budget holder.
- 7.5 All expenses are normally processed within two weeks. GMFA cannot ensure that expenses will be processed in less time, but will attempt to do so if a volunteer requires it.
- 7.6 Claims will normally be paid via a cheque. Cheques will be sent to the volunteer address on GMFA's database unless specifically requested otherwise.
- 7.7 If a volunteer requires cash s/he must come into the office between 10.30am and 4pm to process his/her claim. Cash will only be given for expenses that are less than £50. Volunteers can ask the Office and Finance Manager, the Head of Programmes or the Chief Executive to process cash reimbursements. Volunteers should ring the office before coming in to ensure that one of the named people above is available to process the claim.

## **8. False and inaccurate claims**

- 8.1 Accidental inaccuracies in a volunteer expense claim, will not lead to disciplinary action.
- 8.2 Alleged falsification of a claim will be investigated using the Volunteer Disciplinary Policy and will be considered gross misconduct if proven.
- 8.3 Any disputes arising from a volunteer expense claim will be dealt with using the Policy for Reporting Volunteer Problems.

## **9. Dissemination of this policy**

- 9.1 This policy will go to all staff, and volunteers and be included in any staff and volunteer inductions.

## **10. Review of this policy**

- 10.1 The Board will review this policy every four years.
- 10.2 This policy was passed on 11/12/03.
- 10.3 This policy was amended on 28/03/06.
- 10.4 This policy was amended on 25/07/07.
- 10.5 This policy was reviewed and amended on 28/11/07



Appendix 1

# GMFA Expenses Claim Form

Date	Description	Project	Group	Amount
<b>Total expenses</b>				
<b>Amount donated back to GMFA</b>				
<b>Amount claimed</b>				

for office use only		
Budget Line	Contract	Budget

Please attach all receipts to the back of the form and put them in the same order as you have listed them above.

All claims must be made within three months of the expenditure.

Name ..... Signature .....

Paid by .....

Received by .....