



POLICY

VOLUNTEERS' EXPENSES POLICY

1 Introduction

- 1.1** Volunteers are unpaid and give freely of their time to be able to provide valued support to RBLI in achieving its charitable aims and objectives. However, RBLI may reimburse volunteers for travel expenses where the line manager has agreed the expense in advance.

2 Purpose of this policy

- 2.1** This policy is intended to provide a clear set of guidelines for all RBLI volunteers and employees to ensure that volunteers do not inadvertently incur expenses which RBLI can neither justify nor reimburse. We need to ensure that our expenditure is relevant to our charitable objectives and can therefore be fully justified. With this in mind all volunteer expenses should be reasonable, kept to a minimum, and be pre-approved by the volunteer's line manager.

3 Who this policy applies to

- 3.1** All RBLI volunteers and those that line manage volunteers.

4 Details

- 4.1** All volunteers must claim expenses by completing the Volunteer Expenses Claim Form (available from the Volunteer Manger or the volunteers' line manager).
- 4.2** Only expenses submitted on the relevant form and correctly authorised by the volunteer's line manager with be reimbursed.
- 4.3** Volunteers are entitled to up to £15 a day to support with travel costs to and from their volunteering activity. Please note that this amount should be kept as low as possible. If the volunteer travel exceeds £15 per day then the volunteer is liable for the extra expense incurred.
- 4.4** Details should be given of the place travelling from and to and the purpose of the journey. Please note that mileage is calculated via Google Maps from the start postcode to the end postcode.
- 4.5** All expenses must be pre-authorized by the volunteer's line manager. Any unauthorised expenses will not be reimbursed.
- 4.6** Volunteers should provide original copies of receipts when submitting expenses.



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- 4.7 The standard car mileage rate for volunteers at RBLI is 40p per mile. Any deviations to these rates must be authorised by the Senior Management Team.
- 4.8 If using a private vehicle as part of a volunteer's role, then volunteers must inform their insurance company that they are using their vehicle for this purpose. This may incur a cost to ensure that the volunteer is fully covered. RBLI is not responsible for covering any additional costs incurred by your insurance company.
- 4.9 Once a Volunteer Expenses Claim Form has been completed and signed by the volunteer this will then need to be handed to the volunteer's line manager who will send this for processing to RBLI's Payroll Manager.
- 4.10 If a volunteer is in receipt of any working age benefits, they must let their job centre advisor know that they will be volunteering with RBLI. RBLI will not take any responsibility for any loss of benefits. Volunteers may also be able to claim travel expenses via their local job centre.
- 4.11 Volunteer expenses are processed and reimbursed to volunteers on a monthly basis in line with RBLI's payroll procedures. A volunteer can ask for the cut off dates by speaking to their line manager or the Volunteer Manager.

Originator's Signature:

Name: Steve Sherry

Position in RBLI: Chief Executive