

Volunteer Expenses Policy

1. Travel Expenses

Travel expenses must be within the local area i.e. Birmingham travel claimed for volunteering activities in Birmingham only; same for London, Manchester, Leeds etc. Prior authorisation must be obtained from one of the ACLT staff where travel is from outside the local area of the volunteering activity.

Volunteers are expected to make use of public transport where it is available, unless its use results in considerable inconvenience, expense or if it is not a viable option due to a disability. The following travelling expenses will be reimbursed:

Public Transport

The cheapest fare should always be sought on public transport. The cheapest fare in London is Oyster* fare, please use this where possible. If these expenses are expected to exceed £12 then prior authorisation is required.

Season ticket owners: We can reimburse the additional travel extension costs incurred if a journey to/from an event is outside of the travel zones covered by the paper or oyster season ticket.

** When using your oyster card, we encourage you to register your Oyster card online so you can download your travel history for submission with your expense form and keep a record of top ups.*

Private Transport

Volunteers may use their cars for authorised journeys connected with their volunteer activity. Expenses will be reimbursed at a rate of **25p** per mile.

Parking costs, toll and congestion charges can also be claimed for where necessary; however, we do not reimburse parking fines or speeding tickets under any circumstances.

2. Subsistence Expenses

Meals and Refreshments

Most events where volunteers are required for over 6 hours, the charity will provide food and beverages. Where this is not possible or a volunteer has a specific dietary requirement the charity are unable to accommodate, meals and refreshments will be reimbursed up to £5 per day.

Administration

Postage: Second Class, unless another service is requested

Notes

- ↳ All volunteers must claim expenses by completing the Volunteer Expenses Claim Form.
- ↳ You must provide a receipt detailing your expenses (i.e. Oyster card users should provide a copy of their journey history and top up. Car users must provide a copy of their mileage calculated using [AA Mileage calculator](#))
- ↳ Only expenses submitted on the relevant form and correctly authorised will be reimbursed.
- ↳ All claims should be made within 3 months of expenses being incurred.
- ↳ Only actual costs incurred can be reimbursed, expenses do not represent a reward or compensation for loss of time.
- ↳ Travel on public transport should always be booked as far in advance as possible in order to take advantage of the maximum range of discounts.
- ↳ Forms are available by emailing info@aclt.org or calling the office 0203 757 7700
- ↳ Forms should be submitted to info@aclt.org or ACLT, 2A Garnet Road, Thornton Heath, Surrey, CR7 8RD

Reimbursement of Expenses

- ↳ Volunteers will be reimbursed by direct bank transfer, it is therefore important account details are provided with the first claim.
- ↳ Payments will be made within 30 days of receipt of claim