

# PO66 EXPENSES (VOLUNTEERS) POLICY AND PROCEDURE

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## Policy

CVS Falkirk recognises the valuable contribution that volunteers make towards the work of the organisation, and in so doing agree that no volunteer should be out of pocket in pursuit of volunteering with the organisation.

## Guidance

CVS Falkirk will reimburse you for all legitimate and reasonable expenses incurred by you as a result of carrying out your duties on our behalf. However the following rules apply to any expenses claim:

- All submissions must be on the organisation's DO11 Expenses Claim Form and must be submitted to the Volunteer Co-ordinator, accompanied by tickets, receipts or invoices wherever it is reasonably practicable to obtain a receipt.
- All claims must be submitted as soon as possible after the expense has been incurred by you.
- All expense claims will be paid to you in cash each week, or if you are volunteering on a single day, reimbursed on the day you attend.
- Failure to correctly complete a DO11 Expenses Claim Form will result in the form being re-issued to you for correction. This may lead to a delay in your payment.
- Any falsification of a DO11 Expenses Claim Form will be treated in accordance with our PO51 Disciplinary Procedure.

### Public Transport

- Tickets and/or receipts must be kept for the purposes of claiming your expenses. If you require to keep your ticket for a return journey the same day, a photocopy is acceptable for your expenses claim.
- Public Transport fares will be reimbursed in full.

### Mileage

Mileage is paid at 0.45p per mile for car usage and 0.24p per mile for motorbike usage. This can be for either:

- Your home to place of volunteering e.g. clinic or hospital and return
- Your home to CVS Falkirk offices and return

Please note, CVS Falkirk will not be liable and will not reimburse you for any fines or parking tickets howsoever incurred.

### Lunch

If you volunteer with us for more than 5 hours on the same day, CVS Falkirk will either provide lunch (at some events) or, if no such lunch is provided, pay an allowance of £2.50, which is sufficient to allow you to purchase a sandwich and a drink.

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Related Documents: DO11 Expenses Claim Form  
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