

COVID-19 Volunteer Expenses Fund



Guidance for Organisations

The valuable contribution that you and your volunteers are making within our communities during the COVID-19 pandemic is quite simply amazing and very much appreciated.

In order to reduce the financial and administrative burden on your organisation, at this time, a COVID-19 Volunteer Expenses Fund has been set up to provide dedicated resource to reimburse volunteer expenses incurred as a direct result of the COVID-19 pandemic.

The COVID-19 Volunteer Expenses Fund can be accessed by community groups and organisations who operate in the Falkirk and District Council area and is of benefit to the local community. CVS Falkirk will administer the fund and process all expense claim forms making payment directly to the volunteer.

Eligibility

- Your organisation must register with CVS Falkirk before your volunteers can submit their volunteer expenses claim form.
- Their volunteering should be based in the Falkirk and District Council area, and of benefit to the local community.
- Volunteer expenses can be claimed from 1 April 2020 until 30 May 2020, where the end date for claims will be reviewed in line with Scottish Government guidance related to COVID-19.
- Your organisation will be asked to verify all submitted expense forms.

Organisation Registration

Before completing the attached Organisation Registration Form please consider:

- Who will be the main contact for your organisation?
 - CVS Falkirk will contact this person to verify that expenses incurred correlate with support provided by the volunteer.
- What is the best method for CVS Falkirk to be able to get in touch with the main contact (by email)?
- Have you already received additional funding from the Falkirk Community Action Fund for volunteer expenses?

Please ensure that you have listed all your volunteers that are eligible to receive reimbursement of their expenses through this fund. Once your form is completed please email to volunteer@cvsfalkirk.org.uk.

Allowable expenses

Travel by car, motorbike, bicycle or public transport

- **Mileage:** is reimbursed at 45p per mile for car usage, 24p per mile for motorbike and 20p per mile for a bicycle. This can be for either:
 - Your home to place of volunteering e.g. supermarket and return
 - Your home to volunteer base and return
- **Public Transport:** fares will be reimbursed in full, however 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 photograph is acceptable for your expenses claim

Sustenance for volunteering more than 5 hours per day

- based on the cost of a 'meal deal' at £3.50 per day and a receipt must be provided in order to be reimbursed.

Telephone costs for specific project phone calls

- will be reimbursed only for specific roles agreed with the organisation such as befriending type calls. Receipts are required for reimbursement of phone top up cards.

Stationery supplies and postage

Other reasonable expense incurred through volunteering during COVID-19 and confirmed by named person in your organisation and may include upgrading vehicle insurance cover to include volunteering, training such as food hygiene certificate.

Non-allowable expenses

The fund will not reimburse the following expense:

- Any fines associated with driving or parking tickets
- Items purchased on behalf of service users, i.e. shopping
- Purchase of mobile technology such as mobile phone, laptop
- Maintenance costs for vehicles or mobile technology
- Alcohol or tobacco products
- PPE or uniform
- Childcare

Process for volunteers to follow:

Submitting Expenses

Volunteers will complete a volunteer expenses form: either the template included in the guidance or your organisation's version (containing all of the information we require) and will then submit it to volunteer@cvsfalkirk.org.uk along with photographs of receipts clearly showing date and cost will also be accepted.

Payment of Expenses

Following confirmation from your organisation, payment will be made directly to the bank account details the volunteer has given. An email confirmation will be sent directly to you to confirm the payment has been made.