



Branch Volunteer Expenses Policy

Introduction

Headway values all volunteers, and we want to ensure that there are no barriers to volunteer involvement. All reasonable out-of-pocket expenses incurred in the course of a volunteer's role, will be reimbursed. In order to claim expenses, an expenses form must be completed and handed to the treasurer or committee member.

Scope

This policy is relevant to all volunteers. This definition includes branch committee members as volunteers.

Activity covered by this policy

Any involvement/activity as agreed between the volunteer and the committee/volunteer coordinator.

What expenses will be paid for?

- Travel as part of the volunteer role, to include bus, train, taxi or car (car mileage will be paid at the HMRC travel rate of 45p per mile). Travel to the normal meeting venue will not normally be reimbursed except in exceptional circumstances.
- Reimbursement for refreshments, food or resources needed for member sessions,
- Other ad hoc expenses can be agreed in advance with the committee in writing.

All expenses should be approved by the treasurer/committee member before they are incurred. Where appropriate a valid ticket, receipt or copy invoice will need to accompany a claim for expenses.

Making a claim

When a volunteer wants to make a claim they will need to fill out a 'Volunteer Expenses Form' and attach any tickets/receipts or copy invoices.

Expense forms should be completed monthly.

The Treasurer will be responsible for authorising payments for volunteer expenses. In the absence of the treasurer, or if the expenses claim is from the treasurer, authorisation can be given by another member of the committee.

When an expense form has been completed and authorised a payment will then be made to the volunteer either by cash or into their bank account (where bank details and permission have been given).