



**PELVIC RADIATION
DISEASE ASSOCIATION**

Volunteer Expenses Policy

Volunteers are at the heart of everything we do. Much of our work wouldn't be possible without their enthusiasm and commitment. The Pelvic Radiation Disease Association (PRDA) really appreciate and values the time given by volunteers and are committed to ensuring that no volunteer is out of pocket because of expenses incurred whilst carrying out their role with PRDA.

PRDA has set appropriate levels of reimbursement in line with national standards of good practice and our staff expenses policy. We must all remember that our funding comes from voluntary donations and make every effort to keep expenses to a minimum required to achieve our goals. The payment of expenses does not create any form of contract between PRDA and volunteers. Any out-of-pocket expenses reimbursed in line with this policy are not considered as income by HM Revenue and Customs (HMRC).

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1. Who is a PRDA volunteer?

A PRDA volunteer is someone who has a formal relationship with the charity and gives their time, experience and skills unpaid to undertake a defined volunteer role to deliver the work of PRDA. This policy covers all PRDA volunteers including Trustees. It does not cover expenses for people carrying out activities in other capacities such as user involvement or someone running a marathon.

2. Before making an expense claim volunteers must check that:

- The expenses were necessary and incurred because of undertaking their PRDA volunteer role
- The expenses are reasonable and the most cost-effective method, considering personal safety and wellbeing
- Expenses being claimed for occurred within the last 30 days
- A valid VAT receipt or proof of purchase is provided

3. Travel

PRDA will reimburse volunteers for travel undertaken as part of their volunteer role, including travel to meetings, training sessions and events up to a maximum of 50 miles each way. When an expense is likely to exceed £45, prior approval must be sought.

Standard class public transport must be used when travelling on behalf of PRDA. Volunteers must book tickets as far in advance as possible, making use of any concessions, special offers or discounts. This includes bus, coach, train, tram, ferry and, where appropriate, air travel. Tickets purchased must be for journeys made on behalf of PRDA only. If you are using a pre-pay scheme such as Oyster Card in London, a print-out of the individual journeys made must be submitted, highlighting which journeys are being claimed for. Oyster Card 'top ups' will not be reimbursed as expenses claimed must be for the actual cost of travel.

We are unable to reimburse the purchase of any form of season ticket or railcard (such as young persons, senior or disability railcards) as these can be used for other journeys so are classed as a taxable benefit by HMRC.

Taxis must only be used when considered essential and where public transport is not practical, accessible, safe, or in the event of an emergency.

We reimburse the cost of travel at the following set mileage rates:

The first 10,000 miles in the tax year	Over 10,000 miles in the tax year
Car 45p per mile (+5p per mile if carrying another volunteer)	Car 25p per mile (+5p per mile if carrying another volunteer)
Motorcycle 24p per mile	Motorcycle 24p per mile
Bicycle 20p per mile	Bicycle 20p per mile

The above rates are set by HMRC and are current at time of writing. Volunteers and staff must be aware that these rates are reviewed annually by HMRC and any changes are at the discretion of PRDA.

Parking costs can be claimed for, if they are necessarily incurred and are supported by receipts. Toll and congestion charges can be claimed where necessary.

Fines for non-payment of congestion charges will not be reimbursed.

We do not reimburse parking fines, speeding tickets or other driving offences.

Congestion charges or low emissions charges will not be reimbursed.

4. Subsistence

Please note that the amounts set out in this policy are the maximum amounts that can be claimed for actual expenses incurred for food and drink and are not an allowance or a target. It is important that receipts are submitted with all claims.

Breakfast

If people stay overnight as part of their volunteering and breakfast is not included with the accommodation, volunteers can claim up to a maximum of £5 for breakfast.

Lunch

When volunteering for a full day (over 5 hours) and lunch is not provided, we will reimburse the cost of lunch up to the value of £10.

Snacks

We understand that if someone volunteers for a particularly long day or during the evening, they may need additional subsistence. In these circumstances the cost of additional subsistence up to the value of £10 may be claimed.

Evening meal

If people stay overnight as part of their volunteering, an evening meal can be claimed up to a maximum of £20.

Drinks

Please note that under no circumstances is alcohol an allowable expense.

5. Accommodation

Very occasionally volunteers may need to stay overnight to attend training, a meeting or an event related to their volunteer role. If staying inside the M25 up to £140 per night may be reimbursed; outside the M25 £90 per night may be reimbursed. Rooms must be booked on a single occupancy basis. Any volunteers wishing to book a double occupancy room may pay the supplementary amounts themselves, but this will not be reimbursed. However, exceptions will be made when a volunteer requires their carer to share their room. Volunteers who require accommodation for training, meetings or events should consult their staff contact before booking.

6. Childcare, professional support and administration

Childcare costs

We are unable to reimburse the costs of care for children during agreed volunteering hours unless the volunteer is attending training or events out with their normal volunteering role. In this case, the actual costs of care provided by a registered childminder will be reimbursed up to a maximum of £5 per hour if agreed with their staff contact in advance.

Professional carer costs

PRDA is unable to meet the costs of professional carers unless the volunteer is attending training, meetings or events.

In these instances, we will meet the costs of subsistence and travel for professional carers in line with the agreed limits set out in this policy and, where necessary, the cost of a carer's fee up to a maximum of £20 per hour if agreed in advance with the volunteer's staff contact.

Professional support

We recognise that some volunteers may have additional support needs and will require professional support to enable them to volunteer. In these instances, PRDA will meet the costs of this. The type of support required will depend on the volunteer's individual needs but may include: - assistance during travel - a sign language interpreter - translator - a hearing loop. Volunteers must discuss their additional support needs with their staff contact.

Administration costs

There may be times when volunteers incur administration costs undertaking their role, for example when making phone calls, printing materials or sending letters on behalf of PRDA. We will reimburse the costs of phone calls, stationery and postage when supported by receipts or an itemised bill. When claiming for phone calls the relevant calls must be highlighted on the bill. We are unable to reimburse the costs of furniture, utilities including gas, electricity, broadband/phone line installation and rental costs or computer equipment.

7. How to claim expenses

A volunteer expenses claim form must be used, except under occasional circumstances, and detailed proof of purchase must always be provided. Receipts or a scan copy or a picture of the receipt will be accepted with the claim form. Volunteers will be provided with a copy of the form as part of their induction. To avoid being out-of-pocket for long periods of time, volunteers are asked to make regular claims and ensure they claim back within 30 days from the date of expenditure. PRDA are committed to processing all volunteer expense claims submitted to them within four weeks from the date they receive the form. If information is incorrect or missing, a member of the team will contact the volunteer as quickly as possible to resolve the issue.

We strongly encourage volunteers to claim back expenses incurred whilst volunteering for PRDA. However, we understand that not all volunteers will wish to claim their expenses. If this is the case, we would still encourage volunteers to make a claim but to donate it back to the charity. We recognise this may be more time-consuming, but it gives any volunteers who are able to claim Gift Aid the opportunity to help to raise extra funds for the charity and enables us to understand the true costs of involving volunteers in our work. More details on how to do this can be found in the Volunteer Expenses FAQ sheet.