

## Sustrans volunteer guidance note

# Expenses

### Purpose of this guidance

Volunteers shouldn't be out of pocket as a result of the tasks they carry out on Sustrans' behalf. Also, it is important that expenses aren't a barrier to people volunteering in order to involve a diverse range of people.

The purpose of this document is to explain how volunteers claim expenses and what type of expense can be claimed for.

### What volunteers can claim

Volunteers can claim for out-of-pocket expenses which have been incurred when they are carrying out their agreed role. All expenses must be agreed, in advance, with your Sustrans staff supervisor.

### Travel expenses

When organising travel to an office, training, meeting or other event please aim to travel as sustainably and economically as possible.

Train tickets are often much cheaper when booked in advance or if you split your tickets. Websites such as [www.splitticketing.com](http://www.splitticketing.com) can help with this.

Occasionally it is agreed that volunteers need to use their car or van as part of their role. The mileage rate for cars and vans can only be paid where there was no sustainable alternative.

The following rates per mile should be used: personal bicycles (20p), motorbikes (20p), cars (39p) or vans (45p).

### Subsistence

If you volunteer for a whole day (seven and a half hours plus one hour for lunch) you can claim the cost of lunch up to a maximum of £5, subject to agreement with your staff supervisor.

### Accommodation

Overnight stays shouldn't generally be necessary. However when an event is organised which

involves an overnight stay for volunteers, it is standard practice for the staff organiser to arrange accommodation for the group at a youth hostel, or to provide £20 towards accommodation costs.

### Communications

You may need to make calls as part of your volunteer role. If you use your home telephone or mobile please provide an itemised bill and highlight the costs incurred.

### How to claim expenses

- Agree any expenses in advance with your staff supervisor.
- Submit expense claims within three months of making the spend.
- You need to provide your bank details using the Volunteer Payment Setup form. You only need to do this once, or if your bank details change. Please print the form and sign the paper copy. It can then be emailed or posted.
- Fill in a volunteer expenses claim form. This can be done by downloading the form, completing it digitally and emailing it, with images of the corresponding VAT receipts.
- Alternatively you can complete a paper form and post it, along with original VAT receipts (not photocopies).
- Forms should be sent to your staff supervisor.
- Both forms are available to download from VolunteerNet or from your staff supervisor.
- Your expense claim must be signed off by your staff supervisor. They will then send it on to Sustrans' Finance Team.
- The Finance team will process this promptly in their weekly payment process.

### Social Security Benefits

Volunteer expenses should not effect any benefits received.