

Volunteering is the commitment of time and energy for the benefit of the community, outside our own immediate family and friends. Volunteering is undertaken freely and by choice without concern for financial gain. You may, however, incur costs in carrying out your voluntary work. Braveheart will reimburse out of pocket expenses as laid out below:

 **Volunteer Expenses Procedure**

To enable equal involvement and participation, it is important to reimburse volunteer out of pocket expenses that have been agreed in advance with the Development Officer. The type of expenses that could be agreed upon are: public transport, mileage costs when using own vehicle, purchase of refreshments for group meetings.

For example travel and refreshments for mentor groups.

Braveheartincludes budgets for volunteer expenses in applications to funders wherever possible to promote inclusiveness and support community action.

Volunteer Expenses

All volunteers are offered out of pocket expenses for the following:

* Travel to and from your home to the place of volunteering
* Travel in the course of carrying out volunteering activities
* Refreshments that you provide for mentor group meetings, receipts should be provided (i.e. tea/coffee + fruit)
* Travel expenses to/from training events and courses
* Telephone calls, at actual rate as shown on phone bill, and postage stamps that you require as part of your volunteering

Volunteer expenses are processed through the Braveheart Association office and are paid out of the projects volunteer budget. Before a volunteer starts claiming expenses, the cost of their expenses must be agreed with their Development Officer. For all claims, except mileage, volunteers are required to produce receipts.

Expenses should be claimed within one month of being incurred and not more than 6 months. Volunteers travelling to and from volunteering activities are encouraged to use the most economical forms of travel e.g. public transport or own car and not by taxi, unless this is agreed with the Development Officer in advance. If you receive benefits, these will not be affected by claiming actual out of pocket expenses. Volunteers are reminded to inform the appropriate agency, e.g. DWP, that they are volunteering.

**How to claim:**

1. The volunteer completes the Volunteer Expenses Claim Form
* **Section 1** is for claiming car mileage

- Travel costs by public transport (bus/train ticket/receipt is required)

* **Section 2** is for claiming all other expenses
1. For claiming car mileage, the Volunteer Mileage form should be used along with the expenses claim form.

**Section 1 :**

For claiming car mileage, the Volunteer Mileage form should be used along with the expenses claim form. You are asked to record the journey miles that you make in relation to volunteering, if you forget to record you mileage at the time you may find the use of Google Maps, directions helpful to get this information. You cannot claim for any other expenses in relation to using you own vehicle, as the mileage rate covers a proportion for the wear and tear of your vehicle.

**Section 2:**

Complete section two, recording the actual amount that you spent as expenses and provide travel receipts or receipts for goods that you bought.

If you would like support to complete a claim from please discuss this with your named Development Officer, the claim can be completed and handed in at your volunteer support meeting, or posted to the office (stamp can be provided).

#####  Volunteer expenses and Taxation

Further information about volunteer expenses and taxation can be found at ….. <http://www.hmrc.gov.uk/mileage/volunteer-drivers.ht>

 **Volunteers who wish to donate their Volunteer Expenses**

 Volunteers may wish to donate all or a proportion of their out of pocket expenses back to Braveheart. If you wish to donate in this way please indicate this on the expenses claim form.

The Braveheart Association encourages you to claim you out of pocket expenses for your volunteering, we do not want finances to create a barrier to anyone volunteering with our organisation.