

# Volunteer Expenses Policy

## **Purpose and Scope**

The purpose of the policy is to provide clear guidance on the type of expenses that volunteers can be reimbursed for, how expense claims are submitted and timeframes for submission of expenses.

This policy applies to all volunteers associated with Challenge Wales.

## **What expenses can be claimed and reimbursed?**

### Travel Expenses;

Only reasonable UK travel expenses can be claimed for travel to and from the place of volunteering.

By reasonable we mean: using public transport, second class train travel, or a personal vehicle.

Mileage will be reimbursed at the HMRC approved rate.

Reimbursement of taxi travel expenses will be the exception. A reasonable taxi travel expense would be from a local train station to the port, from home to a public transport interchange, using a taxi to victual the boat, no or limited public transport services at the time of volunteering or no car-share opportunities. If requiring a taxi, the Challenge Wales office must be notified prior and if that is not possible Challenge Wales reserves the right to pay mileage rather than a taxi fare.

The Charity reserves the right to change this policy at any time.

### Other Expenses;

Accommodation expenses or food expenses are not covered. Any other expenses incurred by the volunteer in the course of their duties must be pre-approved by the Charity. A Taxi may be used if a volunteer has a medical condition that makes other modes of transport inaccessible but this must be pre-approved.

If there are other expenses which are not listed in this policy that are deemed good value for the organisation please speak to the Challenge Wales Business Development Manager in the first instance.

As per the Volunteering Policy (CWP06); In the event a volunteer is dismissed and cannot afford the cost of travel back to their home, Challenge Wales may cover repatriation expenses. However, the volunteer will be required to reimburse the Charity for these costs. Specific repatriation conditions will be determined on a case-by-case basis and advised at the time. We will repatriate you, at our expense, to your country of residence when you suffer an illness/injury or other medical condition that requires your repatriation or circumstances arise in which you can no longer carry out your duties as a volunteer.

### Booking Travel;

To maximise our fundraising efforts Challenge Wales kindly requests that all volunteers use Easyfundraising or Give as You Live donation platforms when booking travel for charity-related activities. These platforms allow a percentage of your purchase to be donated to Challenge Wales at no extra cost to you. Please contact the office for any help signing up, sign up via the Support Us /



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Shop and Raise Funds page on [www.challengewales.org](http://www.challengewales.org) or via the Volunteer Information Portal on the website.

## **Process of Claiming Expenses:**

All volunteers claiming expenses will need to submit a Volunteer Expense Form. This is available from the office and via the Volunteer Information Portal. Expenses can be emailed or posted. All relevant receipts must be attached to the Expense Form. As per the guidelines provided by the Charity Commission, receipts MUST accompany expense claims. No expenses can be paid for items that are missing receipts.

All claims MUST be submitted within 30 days of the expense. Claims outside this timeframe will not be entertained.


All volunteer expenses will be processed as promptly and fairly as possible. Although we endeavour to process expense claims within 3 weeks from submission, this may take longer if there are discrepancies or unexpected delays.

Volunteers are able to donate their expenses back to the charity. The Charity may claim Gift Aid if the volunteer is eligible and makes a Gift Aid declaration.

## **Changes to the Volunteer Expenses Policy:**

Any changes to the Volunteer Expenses policy will be advised to volunteers. This policy will be reviewed annually to ensure it continues to meet the needs of our volunteers and Challenge Wales. The Charity reserves the right to change this policy at any time.

Signed:



Vicky Williams  
Business Development Manager



Helen Phillips  
Chair of Board of Trustees

## **Revision Log**

Revision #	Date	Explanation of amendment	Who by
0	17.1.24	Document Completion	Vicky Williams – BDM Signed off: Helen Phillips – Chair of Trustees
1	16.9.24	Updated sections including Booking Travel and Other Expenses	Vicky Williams – BDM Signed Off: Helen Phillips – Chair of Trustees



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