



ATLANTIC RACQUET CENTRE (ARC) VOLUNTEER EXPENSES POLICY

Purpose

This policy is intended to provide a clear set of rules for all volunteers at ARC and to ensure that volunteers do not inadvertently incur expenses which we can neither justify nor reimburse. We need at all times to ensure that our expenditure is relevant to our vision & mission and can be fully justified therefore all expenses should be reasonable and kept to a minimum.

Why we have this policy

The success of ARC is critically dependent on our volunteers. We are very grateful to our volunteers for providing their time freely and do not believe they should incur personal costs.

Details

Expenses can only be claimed by completing the Volunteer Expenses Claim Form available.

Only expenses submitted on the relevant form and correctly authorised will be reimbursed. Details should be given of expense incurred and claims should be accompanied by invoices or VAT receipts if available.

All claims should be signed by the Volunteer and a member of staff.

All claims should be made within 3 months of expenses being incurred.

Only actual costs incurred can be reimbursed, expenses do not represent a reward or compensation for loss of time.

Activities likely to incur expenses for volunteers should be authorised in advance. ARC Centre Ltd can accept no liability for expenses that result from activities not agreed beforehand with a member of staff.

Expenses will be reimbursed to meet the following costs:

Travel expenses between home and place of volunteering up to 5 miles each way (10 miles total). The mileage rate payable will be 14p per mile for fuel costs and a contribution of £1.40 for public transport fares. Receipts for fuel or public transport will be required for audit purposes. Volunteer expense claim forms showing accurate expenses will need to be submitted for payment. Volunteers have a responsibility to inform the Inland Revenue of expenses received as this income may have tax implications. They also need to inform their car insurance company of the change of use of their vehicle. Actual expenditure incurred in the purchase of materials or services required to fulfil the tasks being undertaken

Full travel expenses from ARC to a specified location for a specific task as directed and approved by your supervisor. E.g to collect a new piece of ordered equipment etc.

How to claim


Complete an expenses form (see attached). You will be shown this in your induction.

Attach any relevant receipts or invoices and make sure they relate to the date you volunteered (if possible please get a VAT receipt so that we might claim it back) – we cannot accept card receipts.

Pass to your volunteer supervisor

Expenses should not affect benefits/ universal credit claims. If you have concerns about this, or have been told anything different by your benefits office, please contact us.

This Policy is recommended for approval by:

Signed: 

ARC Chair: Anoushka Lynd

Date: 12/04/2024

Signed: 

Club Welfare Officer: Tish Shere

Date: 12/04/2024