**WAMES draft volunteer expenses policy 2016-2018**

Volunteers working for WAMES will not be out of pocket as a result of their involvement. Approved expenses will be paid and should not affect benefits claims or have any other legal or tax implications.

The expenses paid will be actual costs incurred within the maximum stated allowance. All expenses claimed for activities relating to work with WAMES should be supported by valid receipts as evidence of expenditure.

The expenses that volunteers are entitled to claim whilst working for WAMES are for:

* travel to and from the place where the volunteering activity takes place
* travel during the course of volunteering
* car parking fees - fines are not reimbursable
* meals taken away from home during the course of volunteering where a volunteer works more than 4 hours continuously – alcohol not included
* accommodation at a budget hotel – cost to be agreed in advance
* “Thank you” gift in lieu of accommodation and breakfast, when staying with friends/family
* Care of dependant costs may be available – agree in advance
* Snacks/ refreshments on long journeys
* postage, stationery and telephone costs
* other expenses approved in advance

If unsure whether expenditure is valid, please check with the volunteer manager or treasurer. These expenses are in accordance with the Inland Revenue and the Department for Work and Pensions guidelines.

**Rates for claiming expenses**

**1. Travel -** Expenses will be reimbursed for any travel incurred to and from the place where the volunteering activity takes place and travel during the course of volunteering. Travel expenses will be reimbursed at the following rates:

**Public transport fares**: 2nd class fares will be reimbursed on production of receipts/ tickets.

**Mileage Allowance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mileage Allowance** | **Cars** | **Motorcycles** | **Bicycles** |
| On the first 10,000 miles in the financial year | 45p per mile | 24p per mile | 20p per mile |
| On each additional mile over 10,000 miles | 25p per mile | 15p per mile |  |
| For each passenger, an additional  | 5p per mile |  |  |

WAMES encourages the use of public transport where possible, but recognises that variable health and the rurality of Wales could affect the choice of transport method.

**2. Subsistence maximums**

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| --- | --- | --- |
|  |  |  |
| Accommodation guideline per room per night | £35-65 |  |
| Breakfast, if not included in room rate | £8 |  |
| ‘Thank you’ gift in lieu of B&B per night | £10 |  |
| Refreshment | £5  |  |
| Lunch | £8 |  |
| Dinner | £15 |  |

**3. Care of dependant during the period of voluntary work** – If possible WAMES will cover the cost of childcare, carer or sitter if it is necessary for a volunteer to be away from home while volunteering for WAMES. This must be agreed in advance. Costs up to £15 an hour will be considered for professional care provider. The claim must be supported by valid documentation (receipts, invoices or timesheets) detailing the date and duration of the childcare provision.

**Payment of expenses**

To claim expenses, complete the attached expenses claim form. Ask if you need any help to complete the form. Please submit claims regularly and as soon as possible after the event, ideally within maximum 2 months, and before the end of November to assist WAMES with budgeting and book keeping.

Once completed, expenses will be processed as soon as possible. Please let your volunteer manager know if you will require expenses to be paid by a specific date. Claims can be paid by bank transfer or by cheque.

It is possible, in some circumstances, to claim expenses in advance. Ask your volunteer support officer more details.