



BEFRIEND A CHILD VOLUNTEER EXPENSE POLICY

1.0 INTRODUCTION

Volunteers and mentors are at the heart of Befriend a Child. We greatly appreciate and value the time and dedication that volunteers give to help support our work. Therefore, we want to ensure that no volunteer is out of pocket due to expenses incurred whilst fulfilling their role.

Scope

The policy applies to all volunteers who carry out their role within Befriend a Child. Payment of expenses does not change the recipient's status as a volunteer.

2.0 RESPONSIBILITIES

It is the responsibility of:

- Befriend a Child to value and recognise the contribution of all our volunteers and to reimburse them for the agreed expenditure
- Our volunteers to submit fair and reasonable claims for their expenses in accordance with this policy
- Our finance team to check that claims comply with this policy and process them promptly.

3.0 VOLUNTEER EXPENSE AMOUNTS

It is the charity's duty to minimise expenditure that's not directly charitable therefore we ask volunteers to keep expenses incurred to a minimum. The following expenses will be allowed:

3.1 Outings

Expense Type	Reimbursement Amount	Conditions
Individual Befrienders	Maximum of £50 per month	This includes reimbursement for snacks/meals and activity costs
Couple Befrienders	Maximum of £70 per month	
Individual Intandem Mentors	Maximum of £20 per outing	

Couple Intandem Mentors	Maximum of £25 per outing	
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3.2 Travel

Expense Type	Reimbursement Amount	Conditions
Car (Aberdeen)	45p per mile within a 15-mile radius of Aberdeen	Permission for any distance beyond this must be granted Head of Operations
Car (Aberdeenshire)	Set amount	If a volunteer lives in Aberdeenshire a set amount will be granted
Bus/Train	Full cost reimbursed	
Taxis	Will <u>not</u> be reimbursed	Only exception is in an emergency

3.3 Gifts

Expense Type	Reimbursement Amount	Conditions
Care Package	Maximum of £20 per month	During times when it is not possible for the volunteer and child to meet in person then an allowance will be granted for care packages instead of face-to-face outings
Birthday/Christmas	Stock of gifts kept in the office	We hold a selection of gifts at our office at 9 Bon Accord Square, volunteers are to arrange with the Operations team to collect a gift for their child on these occasions. Any gifts purchased without permission will not be reimbursed

3.4 Miscellaneous

Expense Type	Reimbursement Amount	Conditions
Phone	Maximum of £10 per month	
Postage	Maximum of £10 per month	Postage of gifts and care packages will be reimbursed if volunteers can't see the child
Safety Equipment	Full cost reimbursed	Permission will be granted for safety equipment e.g. armbands for swimming, cycling helmets etc

Car Insurance	Difference in cost will be reimbursed	Volunteers must ensure their motor insurance covers them for volunteering activities
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4.0 PROCESS FOR CLAIMING EXPENSES

It is vital that there is transparency with all payments and therefore volunteers must record, explain where necessary and support their claim with relevant receipts for auditing purposes.

The following administration procedures must be followed:

- A volunteer expense claim form must be completed and submitted to accounts@befriendachild.org.uk to be reimbursed. Forms can be downloaded from the Befriend a Child website (volunteer section)
- A copy of the receipts for each purchase must be submitted with the expense claim form
- Claim form with receipts are to be submitted no later than the 10th of the following month in which they have been incurred, this may be earlier at year end
- Where possible expenses must be claimed for on a regular monthly basis to prevent a large cost accruing
- Payment of expenses will be processed by bank transfer direct to the volunteer's bank account
- A member of our finance team will email a confirmation once expenses have been authorised and paid.

5.0 PAYMENT OF EXPENSES

All expenses will be paid directly into the volunteer's bank account. In order for us to pay expenses we require the following bank account information:

- Account name
- Account number
- Sort code

These details are to be emailed through to accounts@befriendachild.org.uk. If volunteers prefer to give bank details over the phone, then they are to contact a member in our Accounts team. Once details have been set up on our banking system all correspondence regarding the volunteer's account details will be deleted.

6.0 DONATING EXPENSES

We would be very grateful if volunteers could still submit an expense form if they are donating expenses as this enables us to work out the true project cost. Recording the information will also allow us to apply for grants from external sources to support our work.