

Volunteer Expenses Policy

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| Version | 0.4 |
| Key Contact | Kiki Bourcha |
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Policy Statement

Healthwatch Greenwich is committed to ensuring equity in volunteering. As part of this commitment, we reimburse out-of-pocket expenses incurred solely in the course of volunteering duties with us. All expense claims must be submitted using the Volunteer Expense Claim Form.

- Claims must be approved in advance by a staff member.
- All claims must be supported by valid receipts.
- Reimbursements will be made promptly via BACS. For international bank accounts, reimbursement will be provided in cash.

What Can Be Claimed?

1. Travel

- Volunteers should use the most cost-effective and efficient travel method (e.g., public transport).
- Travel between a volunteer's home and Greenwich is not reimbursable unless exceptional accessibility needs apply.

Car Use:

- Volunteers must obtain prior approval for car use and confirm:
 - Their car insurance covers volunteering.
 - The vehicle is taxed and has a valid MOT if applicable.
- Car parking and taxi expenses will be reimbursed with valid receipts. Taxi use must be pre-approved.

- Mileage will be reimbursed at 45p per mile for the first 10,000 miles and 25p per mile thereafter.

2. Refreshments

- A refreshment allowance of £5 may be claimed for functions or activities exceeding three hours where no refreshments are provided.
- A lunch allowance of £10 may be claimed for functions or activities exceeding four hours where no meal is provided.
- Receipts must be provided for all refreshment claims.

3. Online/Remote Work

- Volunteers can claim reimbursement for additional phone charges related to volunteering activities upon providing itemised billing.
- No reimbursement will be made for calls or broadband included in unlimited packages.

Claiming Benefits

Payments made under this policy are strictly for out-of-pocket expenses incurred while volunteering. These reimbursements will not affect benefits as they do not constitute payment for work.

Exceptional Circumstances

Healthwatch Greenwich is committed to inclusivity. If a volunteer has additional support needs that could prevent them from volunteering, reasonable adjustments and expense coverage will be considered on a case-by-case basis.