

Volunteer Expenses Policy

Signed

Review

Community Car Scheme Volunteers

Volunteer Drivers receive direct payment from clients using the service at the rate of 45 pence per mile plus a £2 booking fee. Mileage is calculated from the driver's home to the client, for the subsequent journey undertaken and then for the driver's return journey home. Any tips received, including the £2 booking fees must be handed in to the local office at the end of every month to further support our work.

Volunteer Expenses

A volunteer may request help with expenses when undertaking any roles for HVC which directly support the services we deliver, but within the following limits and based on the understanding that volunteers will support our work via their closest Volunteer Office.

- 45p per mile towards petrol costs, but up to a limit of 25 miles per week
- Cost of an equivalent return Bus/Rail fare once a week (up to £7)

Trustees Expenses

Trustees may claim expenses when travelling on HVC business. Any claims will be based on that for volunteer expenses outlined above.

Claiming Volunteer Expenses

Volunteers are required to complete the necessary HVC expenses forms and ideally receive payment by direct Bank Transfer. (See separate HVC Volunteer Expenses Claim Form -Excel).

Approving Expenses Claims

Volunteer expenses will be authorized by the HVC staff members – Area Managers, Shop Manager and HVC General Manager. Trustee and HVC expenses will be authorised by the Chair of the HVC Trustees.

This policy was approved by the Trustees of Huntingdonshire Volunteer Centre

Signed: *Mike Baker* Chairman

Date: *5th August 2025* Date of next Review: