

Wheels for All Volunteer Expenses Policy

This document provides guidance on the reasonable out of pocket expenses volunteers can claim expenses for and the process for doing so. The work of Wheels for All is critically dependent on our extensive network of volunteers and as such we want volunteering with us to be accessible to everyone regarding their personal circumstances and we do not want you to be out of pocket for giving your time to support us.

The overriding principles of this policy are that volunteers may claim and be reimbursed for reasonable and authorised volunteer-related expenses by the relevant activity lead. Expenses must be legitimately incurred while volunteering on behalf of Wheels for All to be eligible for reimbursement. Wheels for All reserves the right not to reimburse expenses where they do not comply with this policy.

What we will reimburse

Our policy is to reimburse actual expenditure incurred wholly, necessarily, and exclusively in connection with authorised duties that an individual undertakes in the course of their employment or volunteering. All expenses must be agreed with the relevant activity lead prior to the expense being incurred.

Please be mindful that as a charity with limited funds to get best value, we please ask that you consider the most cost-effective way to travel to undertake your role which may mean an alternative method of travel, booking in advance and booking standard class tickets.

Petrol costs for travel to Wheels for All activity, training, or event

We will reimburse people's car journeys to volunteer at the rates shown below:

	First 10,000 miles in a year	Each mile over 10,000 miles in the tax year
Private cars and vans	45p	25p
Bicycles	20p	20p

Claims for mileage must be accompanied by a fuel receipt (per HMRC requirements). This needn't necessarily be for fuel purchased on the day of the journey but should be the most recent purchase to cover the period the journey took place. The same fuel receipt can therefore be used for multiple journeys in the same claim and over multiple time periods if no more fuel has been subsequently purchased.

Public transport travel Wheels for All activity, training, or event

We will reimburse reasonable bus or rail travel in line with their actual cost. Volunteers should retain all tickets/receipts as evidence of their cost.

Car Parking

We ask that where possible you park in places that are free, however we can reimburse parking charges provided you obtain a receipt.

Food and refreshments

Volunteers can claim for the actual cost of meals, hot drinks/snacks and non-alcoholic beverages consumed whilst supporting Wheels for All activity in line with the below table:

Information	Notes	Criteria/additional comments	Amount
Breakfast	Guidance amount	If you are required to stay away overnight or leave home before 7am.	£5 - £10
Hot Drink/Snack	Guidance amount	Cost of coffee/tea/snack when	Up to £5
Lunch	Guidance amount	If you are volunteering at a session or event that covers lunchtime	Up to £10
Evening Meal	Guidance amount	If you are volunteering at an event that requires you to be away from home later than 8pm or stay away overnight.	Up to £20

First aid/ride leadership qualifications

Where a first aid training or a ride leadership course hosted by Wheels for All is not available, the actual amount of the external training course that meets the Wheels for All requirements with prior agreement can be claimed.

How we will reimburse

Volunteers must record their expenses on the Volunteer Expenses form, with a signature from the activity lead (e.g. session coordinator or Wheels for All staff member at an event) to confirm the expenses have been incurred. Completed expenses forms for claims incurred in a month are to be submitted to volunteer@wheelsforall.org.uk with supporting receipts by the 5th of the following month. Once reviewed by the National Volunteer Manager payment will be made by our finance team into the bank account related to the details provided within the same month by BACS transfer.