

Hallam Volunteering Expenses Policy

Expenses are available to all volunteers who incur out of pocket costs in the course of their project work. Receipts are required in all cases. Expenses claim forms will be available from the resources section of Blackboard or any member of staff.

Hallam Volunteering will reimburse volunteers for the following areas of expenditure:

- **Public transport costs** to and from projects and relevant meetings will be refunded. This does not include transport to the Union or University from home. Please specify on your expenses claims form why you made your journey. We do not reimburse week saver travel tickets.

The following may also be reimbursed on production of receipts, but must be agreed in advance with a member of Hallam Volunteering staff.

- **Mileage costs.** Where ever possible we prefer you to use public transport. However, there may be situations where use of your own car is necessary, although you should remember never to transport Hallam Volunteering clients. If you do intend to use your own private vehicle for volunteering purposes, then you will need to register it with Hallam Union by completing the Driver Documents, and returning them to the Office Services Manager. Once you have done this you will then be able to claim back expenses in line with Hallam Union's mileage rates.
- **Parking charges.** These may be reimbursed if negotiated in advance with your Volunteer Co-ordinator.
- **Refreshments** will be provided to volunteers if a project activity, training session or meeting lasts for more than 4 hours. Refreshments will either be organised by Hallam Volunteering staff, or volunteers can keep receipts for lunch purchases up to £5. Drinks facilities will be available at all times in the Hallam Volunteering office.
- **Child care costs.** We can reimburse childcare costs in the following circumstance:
 - the childcare is specifically to allow the person to volunteer and is not already covered in their usual childcare arrangements
AND
 - the childcare is from either a registered child carer or the childcare is taking place in the child's home

The registration number of the childcare provider (unless the childcare takes place in the child's home) must be submitted along with receipts/invoices. Costs for childcare for volunteers whilst they are taking part in volunteering activities may be reimbursed, including project

meetings, project-specific training sessions and project sessions/events. Costs will not be reimbursed for childcare during social events or Residential. As with all costs, childcare costs must be agreed in advance with Hallam Volunteering staff.

- **Phone and postage costs.** Volunteers have access to phones and postage through the Hallam Volunteering offices. However, if you are required to use your own phones or stamps for Hallam Volunteering business, these costs will be refunded on production of the relevant receipts.
- **Project materials.** Please do not buy materials for your project unless specifically agreed with your Volunteer Co-ordinator.