



Temple Newsam Community Partnership

**VOLUNTEER EXPENSES
POLICY
NOVEMBER 2019 TO
NOVEMBER 2022**



The TNCP will ensure that the costs associated with being a volunteer do not exclude anyone from volunteering. A volunteer can be reimbursed for reasonable out-of-pocket expenses free of tax as long as they are necessary for volunteering or are incurred as a part of volunteering work, subject to prior agreement with their volunteer supervisor. Volunteers are asked to keep their expenses incurred to a minimum and record, explain (where necessary) and provide evidence for expenses.

What can be reimbursed?

- Travel to and from the place of volunteering (and any travel whilst volunteering)

Making expenses payments.

- TNCP will only pay actual, out of pocket expenses necessary for volunteering
- TNCP will pay volunteer expenses on the day using petty cash
- TNCP will always keep a record of volunteer expenses. This will include the name of the claimant, the type of expense, and the amount paid. Volunteers will be asked to sign and date to say they have received the expense
- Receipts must be submitted for volunteers to be reimbursed

Date of Policy approval: November 2019

Date of Policy review (3 years): November 2022