



Volunteer Expenses Policy

V2

January 2026

Policy reference sheet

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Document Properties	
Version	2.0
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Date of issue	23 January 2026
Review date	January 2027
Circulation	Home Team, BHS Volunteers
Internal or external	Both

Change control			
Version number	Page	Reason for changes made	Date

Policy component	Description	Check
1 Policy statement	This document is British Horse Society's policy for Volunteer Expenses. It sets out eligible expenses, payment limits and the claim process.	
2 Policy audience	It is for use by all internal staff and BHS volunteers.	
3 Review programme	Next review date is [31/01/2027] Policy will be reviewed and approved by the Policy Review Group	

Sign off	
Signed by	
Signature	
Date	

1. Policy Statement

- 1.1 The British Horse Society (BHS) is committed to ensuring that volunteers are not out of pocket as a result of carrying out approved activities on behalf of the charity. This Volunteer Expenses Policy sets out the principles and procedures for the fair, consistent and timely reimbursement of reasonable expenses incurred while volunteering for BHS.
- 1.2 Reimbursed expenses are intended solely to cover actual costs incurred and do not constitute payment, reward or compensation for time given. All expense claims must comply with this policy and support the BHS's legal, financial or charitable responsibilities.

2. Principles

- 2.1. The BHS is a company limited by guarantee, having no share capital, incorporated on 5 November 1947, Company No. 0444742, Charity No. 210504 and SC038516. The Board of Trustees is legally responsible for the finances and operations of the BHS including those of BHS volunteers. The Board of Trustees reserves the right to amend this policy at any point and to request additional information or reports from any volunteer in order to meet its legal and financial responsibilities.
- 2.2. Volunteer expenses must be wholly, exclusively and necessarily incurred whilst carrying out duties on behalf of the BHS. This policy covers travel, subsistence and other expenditure which has been incurred whilst volunteering for BHS.

3. Intentions

- 3.1. As a charity, we ask all volunteers to ensure their expenses are appropriate and proportionate. Expenses incurred by an individual must be reclaimed via a Volunteers Expense Claim Form, which can be obtained via <https://www.bhs.org.uk/volunteer-resources/volunteer-support> or from the Volunteer Support Team or relevant Regional/National Manager.

4. Scope

4.1. Eligible Volunteer Expenses include:

Volunteer travel costs. For the avoidance of doubt, travel costs will generally be approved for:

- Visits to welfare concerns and access issues.
- Attendance at Volunteer Team meetings (in-person), local meetings, activities, and events.
- Attendance at BHS meetings, events and training required as part of their volunteer role.
- Attendance at external meetings that are directly related to their volunteer role

4.1.1. Expenses will not be payable for attendance at non-BHS events, unless attendance is requested by a BHS member of staff or it is essential for the volunteer to undertake their role and is approved in advance by the Regional Manager. Text here text here

4.1.2. Mileage costs will be paid at the rate currently payable as shown in the BHS's "Mileage Claim Rates". Mileage for each journey should be

- detailed to the nearest mile with the start and destination postcodes provided. Mileage claims do not require an accompanying fuel receipt.
- 4.1.3. If a journey is not direct from the point of origin to the destination then details of all points throughout the journey should be shown. Details of all journeys should include sufficient information for audit purposes. BHS reserves the right to confirm journey mileage using the AA Route Planner.
- 4.1.4. Where a vehicle is used for volunteering purposes it is for the volunteer to ensure that the vehicle is fit for purpose, insured and roadworthy.
- 4.1.5. Taxis will only be reimbursed where alternative public transport is not available. All fares should be supported by receipts and the purpose of the journey must be specified.
- 4.1.6. Only standard rate travel costs will be reimbursed.
- 4.1.7. Please see Appendix A for mileage rates.
- 4.2. Accommodation and subsistence.**
- 4.2.1. Wherever possible, accommodation should be booked and paid for using a BHS credit card by the Regional Manager or other BHS member of staff.
- 4.2.2. Reasonable standard rate overnight accommodation and subsistence may be claimed if the round-trip mileage is over 200 miles. This may be the night before an in-person event, or for the night after the event
- 4.2.3. Accommodation costs may also be claimed if the journey cannot be taken safely, for instance, due to adverse weather conditions, the lateness of the hour, or tiredness on the part of the driver.
- 4.2.4. Alcoholic beverages will not be reimbursed.
- 4.2.5. Please see appendix A for subsistence rates.
- 4.3. Phone calls**
- 4.3.1. The BHS will reimburse business calls, where fully supported by an itemised phone bill.
- 4.4. Resources and equipment**
- 4.4.1. Any resources or equipment purchased with BHS funds, including but not limited to publications, maps, event equipment etc., remain the property of BHS. These resources should be retained and maintained by a named volunteer and the named person ceases to volunteer for BHS they should be returned to the Regional Manager or BHS headquarters.
- 4.5. Administration**
- 4.5.1. Claims can also be made for items and expenditure related to administration including, but not limited to stationery and postage.
- 4.5.2. Larger items should be paid on invoice rather than through volunteer expenses, when possible and practical.

5. Responsibility

5.1. Claiming Volunteer Expenses

5.1.1. Expenses must be claimed on the BHS Volunteer Expense Claim form, which can be e-mailed to you on request (see above). The claim form must be approved by the Treasurer or other authorised individual as soon as possible.

5.1.2. The claim form must be submitted to the Treasurer by the end of the month following that in which the expense is incurred. Small sum expenses (not exceeding £10) may be claimed every quarter.

5.1.3. Provisions 5.1.1 and 5.1.2 apply, unless the claim relates to:

- Activity undertaken at the request of a team from another region. Including but not limited to, attending a welfare concern, access issue, meeting or event. In these cases, the form should be submitted to the Treasurer of the region which made the request.
- Activity outside of their normal Volunteer role undertaken at the request of a member of BHS Staff. Including but not limited to attending a meeting or event. In these cases, the form should be submitted to the member of staff which made the request. NB Claims related to the attendance at training, conferences or award ceremonies should be made to your Treasurer.

5.1.4. Claim forms must be completed correctly and accompanied by a detailed VAT invoice or receipt for each item, except mileage claims. Visa or credit card receipts are not sufficient.

5.1.5. Claim forms must be completed correctly and accompanied by a detailed VAT invoice or receipt for each item, except mileage claims.

5.1.6. Volunteer Treasurers will aim to settle authorised Expense claims within 30 days of the date received.

5.1.7. Expenses should be paid by BACS.

5.1.8. Volunteer Expense Claims will be reimbursed by the relevant Regional Fund, from the Expenses Allowance. This includes activities carried out by volunteers who do not attend Volunteer Team meetings.

5.2. Disputes

5.2.1. Should there be any dispute relating to expenses paid under this policy then in the first instance, the claimant should contact the Head of Volunteer Support or Regional/National Manager.

Appendix A

VOLUNTEER MILEAGE RATES FOR BUSINESS MILEAGE from 01 January 2026.

Mileage rates will be paid at the rate as published and reviewed by HMRC in their Advisory Rates, which can be found here: [Travel — mileage and fuel rates and allowances - GOV.UK](#)

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Passenger payments - cars and vans

5p per passenger per business mile for carrying fellow employees/volunteers in a car or van on journeys which are also work/volunteering journeys for them.

Volunteer accommodation and subsistence rates from 01 January 2026

When using overnight accommodation, subject to 2. of the Volunteer Expenses Policy, the following limits must be taken into account and will be the maximum normally allowable:

- a. £100 per night for overnight accommodation (including breakfast) outside the London area, or other major city. If accommodation is on a room-only basis then £85 per night is allowed and breakfast may be claimed separately (see below).
- b. £130 per night (including breakfast) within the London area, or other major city. If accommodation is on a room-only basis then £115 per night is allowed and breakfast may be claimed separately (see below).

- c. £100 if staying abroad (including breakfast). If accommodation is on a room-only basis then £85 per night is allowed and breakfast may be claimed separately (see below).

When accommodation with friends or relatives is used as an alternative to a hotel, a gift to the value of £20 per night may be provided. No receipt is required in this instance.

Normally, food/drink will be purchased by the coordinator of the event for volunteers who are attending, in which case those volunteers will not be entitled to make an additional claim for food/drinks.

The following meals/drinks are claimable where these have not been provided by the event coordinator (receipts are required):

- a. Breakfast, when staying away from home or when leaving home before 7.00am.
- b. Lunch and non-alcoholic drinks throughout the day if volunteering at a show/event
- c. Evening meals, when staying away from home or when arriving home after 8.00pm.

The maximum claimable for breakfast is £15, if not included in the rate charged by a hotel or B&B.

The maximum claimable for lunch is £15.

The maximum claimable for an evening meal is £25.

All rates specified include non-alcoholic drinks and VAT.

An overnight allowance of £5 per night is allowed for incidental overnight expenses when staying away on BHS business in the UK and Eire, (£10 per night overseas). No receipt is required.