

## **Volunteer Expenses FAQs**

### **Why should I claim my expenses?**

Volunteers are crucial to the BHS. We simply couldn't do all that we do to make a real impact on the lives of horses and horse owners without the support of volunteers. We really appreciate the time and skills that you give to help support our work. We're committed to ensuring that no volunteer is out of pocket because of expenses incurred whilst carrying out their role within the BHS.

Expenses information is valuable to us as it allows us to understand the true costs of our activities. Therefore, we encourage you to claim your expenses accurately, swiftly and regularly. We all invest so much time and effort into running events, activities and other fundraisers, it is important to be able to assess which activities make the most money or educational impact and focus your efforts on them.

Whilst members of the current team might not need to claim their expenses, future volunteers may need to claim their expenses and previous events are often used as a guide to the future and so it is important that all costs (including expenses) are accounted for.

We are keen to ensure that as many people as possible can volunteer and that no one is disadvantaged financially by volunteering for us. Reimbursement of expenses is also important from an equality perspective. Volunteers who may be reliant on benefits or are on a lower income should not be excluded because they cannot afford the cost of travel to a volunteer event or training course.

Please contact the Volunteering Team if you have any problems claiming your expenses.

### **How much can I claim for food/meals?**

The maximum claimable is £10 for breakfast, if not included in the rate charged by hotel B&B.

The maximum claimable is £10 for lunch and £20 for an evening meal.

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.

### **My destination was in a very rural area without an accurate postcode, what should I do?**

You can add a 'closest' postcode and then record your accurate mileage for reimbursement. You can add a note in the description if required.

### **Can I donate my expenses to the BHS?**

Yes, you can, but only if you claim them first! We are aware that some volunteers may not wish to receive reimbursement for their expenses. However, a transaction must take

place and so if you wish to donate to the charity an amount equal to the expenses that you have received then that is of course welcomed. The donation must be made independently from your expense's transaction. If this is the case, you can make a claim and donate the amount back to the BHS. If you are a UK taxpayer, and your donation is Gift Aided, this can raise further funds for the charity.

### **Can the BHS claim Gift Aid on my donation?**

Gift Aid only applies when the volunteer makes an actual payment of money to a charity. The BHS cannot claim Gift Aid if a volunteer decides not to claim for expenses that they're entitled to. Once we have reimbursed your expenses, you can decide whether to offer a donation back to us, which may be eligible for Gift Aid. If you are a UK taxpayer, and your donation is Gift Aided, this can raise further funds for the charity. You'll need to complete a Gift Aid Declaration Form and send this in along with your donation.

### **Can I claim for gifts?**

When accommodation with friends or relatives is used as an alternative to a hotel, a gift to the value of £10 per night may be provided. No receipt is required in this instance.

Where a committee has agreed to provide a small gift for a volunteer who is leaving, or to show appreciation for a speaker or presenter who is not being paid for their time, then this is an eligible expense. This can include alcohol where it is a gift, for example a bottle of wine and flowers.

### **Who do I submit my expenses to?**

Your expenses should be submitted to your local chairperson in the first instance, who will check and authorise them. After authorisation, your expenses should be sent to your local Treasurer for reimbursement. If your committee has a Chairperson or Treasurer vacancy, then please submit them to your Regional/National Manager instead.

### **I have some paper receipts; how do I submit these?**

Your receipts can be scanned, or you can take a photo on your mobile phone and then email them with your expense claim form. If this isn't possible, then you can post your accompanying receipts, and don't forget to also claim for your stamp!

### **Can I pay a contractor for (example bridleway clearance) work and claim via my expenses?**

No, any works that a committee has agreed to fund should be claimed by the contractor using an invoice, showing material/labour costs.

### **I do not have access to a computer/I cannot complete my expense claim electronically – what do I do?**

You can request a paper version of our Expense Form from your committee treasurer.

### **How much should I claim for Mileage/travel expenses?**

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
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.

**Our speaker/presenter is doing a talk for free but they require a hotel or transport e.g train/flights. Can a volunteer pay for the hotel/transport and claim it back?**

Yes, this is fine.

**Welfare concerns need to remain confidential. Do I need to list the postcode of where I have visited?**

No, if you are a Welfare Adviser you can continue to keep your destination confidential by stating that you were attending a welfare concern in the description and adding the welfare case number if you have one.

**I have incurred travel expenses whilst visiting a potential venue for a future event, how do I categorise my expenses?**

If initial recce or set-up visits are required for an activity/event, then all expenses for doing so should be costed to the event itself (EVENT expenses). If the event does not go ahead (for any reason), then the expenses can be allocated to the individual expenses (INDIVIDUAL expenses).

**I have been asked to undertake some paid training (eg First Aid) so that I can use this during my volunteering. How to I claim for this?**

Paid training must be agreed and authorised before booking by your Regional/National Manager. The training costs can then be reimbursed from the Volunteer Expense Allowance, categorised as a Committee Expense.

Committee Expenses

These are items that a committee may purchase for repeated use, for example signage, banners or for the purpose of carrying out committee business, e.g. regular hall hire, tea/coffee etc. These will ideally be purchased centrally by the committee, but if a volunteer purchases an item on behalf of the committee, then it will be reclaimed using the Volunteer Expense form, categorised as a **committee expense** and itemised under the relevant charitable objective.