

Volunteer Expenses Policy

Approved by BHS Finance Committee on 17th January 2022

Approved by BHS Board on 2nd February 2022

Applicable from: 2022 Financial Year

The BHS is a company limited by guarantee, having no share capital, incorporated on 5 November 1947, Company No. 0444742, Charity No. 210504 and SCO38516. The Board of Trustees are legally responsible for the finances and operations of the BHS including those of BHS volunteers. The Board of Trustees reserve the right to amend this policy at any point and to request additional information or reports from any volunteer in order to meet their legal and financial responsibilities.

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 the BHS.

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.

This policy aims to ensure that:

- Volunteers are treated fairly, reimbursed promptly and in full for any legitimate cost they have incurred. Only actual costs incurred may be reimbursed.
- Expenses do not represent a reward or compensation for loss of time.

Volunteer Expense Claims will be reimbursed by your local BHS Committee, from their Expenses Allowance. This includes activities carried out by volunteers who do not attend committee meetings.

Eligible Volunteer Expenses include:

Volunteer travel costs

For the avoidance of doubt, travel costs will generally be approved for;

- a) Visits to welfare concerns and access issues.

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- b) Attendance at committee meetings, activities, and events.
- c) Attendance at BHS meetings, events and training required as part of their volunteer role.
- d) Attendance at external meetings that are directly related to their voluntary role

Expenses will not be payable for attendance at non committee 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.

Mileage costs will be paid at the rate currently payable as shown in the BHS's "Mileage Claim Rates". Your 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.

If your journey is not direct from the point of origin to the destination, please show details of all points throughout the journey. Details of all journeys should include sufficient information for audit purposes. The BHS reserves the right to confirm journey mileage using the AA Route Planner.

Where a vehicle is used for volunteering purposes it is for you to ensure that the vehicle is fit for purpose, insured and roadworthy.

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.

Only standard rate travel costs will be reimbursed.

Please see Appendix A for mileage rates.

Accommodation and subsistence

- a) 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 or after the meeting.)
- b) 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.
- c) Alcoholic beverages will not be reimbursed.

Please see Appendix A for subsistence rates.

Phone Calls

The BHS will reimburse business calls, where fully supported by an itemised phone bill.

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Resources and equipment

Any resources or equipment purchased with BHS funds, including but not limited to publications, maps, event equipment etc., remain the property of the BHS. These resources should be retained and maintained by a named volunteer and if they cease to volunteer for the BHS they should be returned to the committee or BHS headquarters.

Administration

Claims can also be made for items and expenditure related to committee administration including, but not limited to stationery and postage.

Larger items should be paid on invoice rather than through volunteer expenses, when possible and practical.

Claiming Volunteer Expenses

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

Unless the claim relates to:

- Activity undertaken at the request of another committee. 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 Committee which made the request.

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

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

Expenses should be paid by BACS

Disputes

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.

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APPENDIX A

VOLUNTEER MILEAGE RATES FOR BUSINESS MILEAGE from 01st January 2022

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

	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 SUBSISTENCE RATES from 01st January 2022

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.

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.

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