



## Kent Union Volunteering: Fact Sheet: Expenses

Volunteering means giving your time freely, without payment or financial gain. As a volunteer you are not, however, expected to be out of pocket or to have to 'pay' to volunteer. Therefore, volunteers are in certain circumstances able to claim back reasonable out of pocket expenses incurred through their volunteering.

### Who pays my expenses?

Kent Union will on most occasions pay expenses. However in some cases, your placement may have agreed to pay your costs, or to share the costs with Kent Union. If this is the case, please let us know so we can amend our records.

### What can I claim for?

Travel expenses – journeys that are solely connected with your volunteering.

- Public Transport: You need to produce a receipt for each journey to and from your placement.
- Taxis: Kent Union will only pay for taxis in exceptional circumstances and when this has been *previously agreed* with the volunteer co-ordinator. You will need to produce a receipt for your journey.
- Private car: Mileage will be paid at 15p per mile. You may be asked to take some other volunteers who are travelling to the same placement at the same time.

#### Meals

- If you volunteer for more than five hours continuously, Kent Union will pay reasonable food costs up to £2.50. A receipt will be required.

#### Childcare

- Volunteers who have childcare issues should speak to the Volunteer Co-ordinator so that this can be explored.

#### Other Expenses

- Please note that for any other expenses, you must speak to the Volunteer Co-ordinator *before you spend your money* to see if it can be reimbursed.

### How can I claim my expenses?

Please bring your receipts to the Volunteer Co-ordinator, who will complete a blue cash request form, after which you can collect the money from the Union Cash Office in the Mandela Building Reception