



Volunteer Expense Policy

Introduction

Kegworth Community Library (KCL) values its volunteers and we want to ensure that there are no barriers to volunteer involvement. All reasonable out-of-pocket expenses incurred in the course of a volunteer's role, will be reimbursed. In order to claim expenses, an expenses form must be completed and handed in to the Volunteer Co-ordinator. This process will also be explained during the induction process.

Scope

This policy is relevant to all volunteers. This definition includes the Trustees of **KCL**.

Activity covered by this policy

Any involvement or activity as agreed between the volunteer and the Volunteer Co-ordinator / Trustees of **KCL**.

What expenses will be paid for?

The Trustees of **KCL** will consider all out-of-pocket expenses. However, all volunteers must seek the approval of the Volunteer Co-ordinator / Trustees / Chair prior to committing themselves to the expense. Failure to do so may mean the expense is not reimbursed.

Travelling expenses to and from the volunteer's place of work will not be reimbursed.

Making a claim

When a volunteer wants to make a claim they will need to fill out a 'Volunteer Expenses Form' which will be provided by the Volunteer Co-ordinator (see appendix 1).

Expense forms should usually be submitted once a month. Expenses must be claimed within six months of the expense being incurred.

The Volunteer Co-ordinator will be responsible for the signing and authorising of payments for volunteer expenses. In the absence of the Volunteer Co-ordinator authorisation can be given by the Chair or Treasurer of **KCL**.

The Treasurer or Chair will be responsible for signing and authorising payments for fellow Trustees.

When an expense form has been completed and authorised a payment will then be made to the volunteer either by cash, cheque or in to their bank account (where bank details and permission have been given).

Claims for less than £5 can be processed through the petty cash.

This Policy will be reviewed annually.

Signed: Dated:

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Review Date: December 2017