



**PROSTATE
CANCER UK**

Volunteer Expenses Policy

We reimburse reasonable out-of-pocket expenses for volunteers when supporting our work. A member of the Volunteer Engagement team will explain this policy when you begin volunteering.

This policy applies to all Prostate Cancer UK volunteers and aims to give you a clear set of guidelines on what we consider reasonable expenses and explains how to make a claim.

Claiming your expenses

We will cover the cost of your travel and food when volunteering, within certain limits. Expenses are not a reward or compensation; we only reimburse actual costs. Please see your role description or brief; or speak to someone in the Volunteer Engagement team for more information about what you can claim for in your role.

We need receipts for all expenses except mileage because we are a registered Charity. The Charity Commission requires us to maintain accurate accounts and be audited, which means proving costs with receipts and invoices. We also have to provide HMRC with itemised VAT receipts for expenses.

You can email us a photo or scan of your receipt and attach it to the email with your claim form. If you cannot provide a receipt, please fill in the box on the claim form. Claims not supported by receipts will only be reimbursed in exceptional circumstances.

Your expenses will be reimbursed by direct bank transfer.

We aim to reimburse expenses within four weeks of receiving them, this will sometimes be sooner and is based on when we receive them in relation to our fortnightly payment run, as well as the accuracy of the information provided. Please be aware if you don't have receipts, it may take longer (if this is the case, please speak to a member of the Volunteer Engagement Team).

Travel

We will pay for travel to and from your place of volunteering. You should use the most cost-effective transport, methods and routes. Public transport should be off peak where possible, booked well in advance and take advantage of any available discounts.

Please get in touch if you plan on travelling by train as the Volunteer Engagement Team can book tickets for you on our account.

If you use an Oyster card, contactless card or other electronic ticket we can only reimburse the actual cost of the journey rather than a top-up amount. It's important to register the Oyster or contactless card online before you travel so you can print a statement of your journey as we won't accept bank statements.

If you have a paper ticket, please make sure you take a clear picture with a smartphone, if you have one. Otherwise, you will need to keep hold of your ticket or an itemised receipt with details of the journey as well as the cost. We need to see the actual ticket or itemised receipt, or a clear photo or scanned copy.

When travelling by car, include the postcode details of your start and finish points on the claim form. The current mileage rate is 45 pence per mile. If you pay for your parking, we'll need to see the ticket or receipt of your payment. Where your car journey is likely to exceed 100 miles in total you will need to gain agreement from the Volunteer Engagement Team.

If no other public transport is available or you have mobility or accessibility needs, you can take a taxi and claim the cost, as long as you agree this with us ahead of time. We have an account with Addison Lee and can make taxi bookings on your behalf.

If your travel is likely to incur any additional costs, please speak to a member of the Volunteer Engagement team in advance.

Food

If you attend training or a social event, meals and refreshments will be provided.

If you are volunteering away from home for more than four hours, we will contribute to meal costs up to a maximum of £10 for lunch or £20 for dinner (both in exceptional cases with prior agreement from the Volunteer Engagement Team). This is in addition to claiming your travel expenses.

Please note, we do not reimburse expenses for alcohol.

Accommodation

If you need to stay overnight to volunteer or attend a training event, you must agree this with the Volunteer Engagement team in advance and we will book a room on your behalf using our corporate accounts.

Other expenses

If you are likely to incur costs beyond travel or food, please speak to a member of the Volunteer Engagement team in advance.

Important information on making a claim:

To avoid delays in processing your claim, please provide us with an itemised or VAT receipt:

1. Itemised receipt:



This is a hard copy document that records the date and time when a transaction took place, the amount and a description of the items or services purchased.

2. VAT receipt:



This can be either paper or electronic format. This receipt shows the date and amount paid for a transaction, the amount of VAT that the supplier has charged to you (if applicable) and their VAT registration number.

Unfortunately, we cannot accept:

1. Credit card receipts
2. Receipts where VAT hasn't been separated from the gross amount

How to claim your expenses:

If you are claiming your expenses for the first time or have changed your bank details recently, we will need to ask for some additional details to set you up on the system.

Fill in the [Expenses Claim Form](#) and attach receipts or digital copies. We may not be able to reimburse your claim or it could be delayed if you don't include your receipts.

Email your form and receipts to volunteer@prostatecanceruk.org and put **'Volunteer Expenses Claim'** in the email title.

Alternatively, you can post them to:

Volunteer Engagement team
FREEPOST, RTGC-BASH-USLX
Prostate Cancer UK
Counting House
53 Tooley Street
London
SE1 2QN

If you have any questions relating to your expenses, please speak to one of the team or email us at volunteer@prostatecanceruk.org

REVIEW HISTORY		
Name	Role/Position	Date approved
Caroline Mark	Head of Volunteer Engagement	Version Two Reviewed: October 2017
Caroline Mark	Head of Volunteer Engagement	Version Three Reviewed: February 2019
Caroline Mark	Head of Volunteer Engagement	Version Four Reviewed:

Amy Bartlett

Volunteer Engagement Manager

Version 5 updated.