



**PROSTATE  
CANCER UK**

# Volunteer Expenses Policy

## Policy summary

We reimburse reasonable out-of-pocket expenses for volunteers when supporting our work. Personal costs should not be a barrier to volunteering. A member of the volunteer engagement team will explain this policy when you begin volunteering.

### **Purpose of this policy**

A clear set of guidelines on what we consider reasonable expenses and how to make a claim. Making sure expenditure is kept to a minimum and is relevant to our charitable objectives.

### **Who the policy applies to**

All Prostate Cancer UK volunteers.

## Claiming your expenses

We will pay for travel, food and other costs when volunteering within certain limits. Only actual costs can be reimbursed, expenses are not a reward or compensation.

Please see your role description or brief, or speak to someone in the Volunteer Engagement team for more information.

Expenses will be reimbursed by direct bank transfer, unless otherwise agreed.

Please be aware it can take up to 8 weeks to reimburse your expenses.

The maximum amount you can claim for your volunteering activity is £20 for food and travel per day unless otherwise agreed in advance with the Volunteer Engagement team.

As of early 2019, you can submit expenses digitally and provide relevant receipts in digital format.

### **Travel**

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

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 any bank statements. Otherwise, you will need to provide us with a copy of the electronic ticket.

If you have a paper ticket, please make sure you keep hold of them and/ or receipts as you will need to provide the actual tickets or scanned copies of these. If you find it easier to use your smartphone, you can take clear photos of your tickets instead.

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/ receipt of your payment.

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 make us aware of your plans well in advance

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 elsewhere for more than four hours, we will contribute to meal costs up to a maximum of £10 for lunch and £20 for dinner. This is in addition to claiming your travel expenses.

Please note, we will not cover 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. We will usually book and pay for this directly. We expect a room to cost up to £80 per night outside London and £100 in London.

### **Other expenses**

If you are likely to incur costs beyond food and travel, please speak to a member of the volunteer engagement team in advance.

## **Important information on what's accepted:**

To avoid any delays in getting your expenses reimbursed, please provide us with the right type of receipts:

## 1. Itemised receipt:



It is a hard copy document that records when a transaction took place (date, time), amount and also contains a quick description of the items/services bought with that transaction.

## 2. VAT receipt:



It can be either paper or electronic format. This receipt shows 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 can no longer accept:

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

This is essential in order to maintain accurate accounts we need to ensure the information recorded is acceptable to HMRC, hence the correct separation has to be done for the VAT.

Please always ask for an itemised or VAT receipt. If you can't get one, please explain in the relevant field of your volunteer expenses claim form.

Please speak to someone in the volunteer engagement team if you have more questions.

## How to claim your expenses:

If you are claiming your expenses for the first time or have changed your bank details recently, we'll ask you to complete our Volunteer Bank Details form first.

Typically, you will need to fill in the [Expenses Claim Form](#) and include all receipts (or digital copies) in your claim (**we are unable to reimburse expenses without a receipt**).

Email your digital form and receipts to [volunteer@prostatecanceruk.org](mailto: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](mailto: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	Review date February 2019