

Volunteer Expenses Policy

Policy statement

Liskeard Town Council recognises the enormous contribution that volunteers make through the gift of their time. It is Liskeard Town Council's policy that volunteers should not be out-of-pocket as a result of their volunteering. Neither should potential volunteers be deterred from contributing to activities on the basis of potential personal costs. Liskeard Town Council therefore expects volunteers to claim for any reasonable expenses that are incurred in the course of their volunteering.

Principles

Volunteers should claim:

- The cost of travel between home and the place of volunteering
- Car Park costs at the place of volunteering
- Agreed travel or mileage costs incurred whilst volunteering, including any car parking costs, bus fares incurred in the course of volunteering

If you are claiming mileage reimbursement, you must hold a valid driving license and have informed your insurers that you are using your car for voluntary work. Speeding and parking fines are not reimbursable.

Travel expense outside of the Liskeard & District Museum collection area, including travel between home and place of volunteering must have prior manager authorization.

Activities likely to incur expenses for volunteers should be authorised by managers in advance. The Council can accept no liability for expenses that result from activities not agreed beforehand with managers.

Travel on public transport is encouraged and should always be booked as far in advance as possible in order to take advantage of the maximum range of discounts. The council will pay for standard class travel only. Travel should be 'off peak', wherever possible, and should take advantage of the various discounts available.

Pedestrian or bicycle travel is encouraged and is not associated with any expenses claim.

Mileage Rates

Mileage rates for volunteer car or motorcycle expenses claims are aligned with those used by Liskeard Town Council for employees travelling allowance. The mileage rates will apply where personal vehicles are used for business purposes irrespective of engine size.

The current allowance for all cars (regardless of engine size) is 40p per mile

The rate applicable to motorcycles is 24p.

Volunteer Expenses Policy

Car Parking Rates

Car Parking expenses at the usual place of volunteering will be paid to a maximum of the cheapest Liskeard town daily car parking rate. (Currently £1.50 at Rapsons Car Park)

Car Parking expenses when travelling elsewhere whilst on training or external volunteer work should be claimed. Receipts (the windscreen ticket or online booking receipt) must be produced.

Volunteers are expected to park considerately and according to parking rules and restrictions. The Town Council will not be responsible for any parking fines incurred.

Expense Claims

All volunteers must claim expenses by completing the Volunteer Expenses Claim Form

All claims should be signed by the Volunteer and the authorising manager. If this is not possible i.e. the volunteer submits their claim via email, the email should be attached to confirm the claim and then the authorizing manager can sign and submit the form to finance.

All expense claims should be submitted within 3 months of the expenditure occurring. Claims that are more than 3 months old will not be accepted.

Receipts should be provided for all expense claims

Payment of expenses

To ensure Liskeard Town Council utilises its resources in the most beneficial way, payments are made via BACs (directly into your bank account).

All information will be collected and held in accordance with the General Data Protection Regulation.

Donation of expenses:

Some volunteers have expressed a wish not to be paid expenses in order to further increase their contribution to the museum. Whilst this gesture is appreciated, Liskeard Town Council would encourage all volunteers to claim their out-of-pocket expenses for two reasons:

1. The claiming of expenses helps Liskeard Town Council to accurately assess the costs associated with running the museum. This is particularly important when the museum partners with other bodies or organisations so that we can ensure projects are fully funded.
2. An important part of this approach is to ensure that there is no stigma attached to claiming expenses and that no-one is deterred from volunteering on the grounds of cost

If you wish to donate your expenses to the museum please place a cross in the relevant box on the volunteer expenses claim form.

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In addition:

Liskeard Town Council will not make payments over and above actually incurred costs as this could be regarded as a payment and could affect tax and state benefits.

Only actual costs incurred can be reimbursed, expenses do not represent a reward or compensation for loss of time.

Liskeard Town Council does not give honoraria payments to volunteers since this can be regarded as a payment for services, affecting the legal status of volunteers.

Tax All taxation matters are the responsibility of the individual. If you are claiming over 10,000 miles in any tax year you have a legal requirement to declare your expenses.