# Volunteer expenses- what can I claim for?

We don’t want you to be out of pocket as a result of volunteering for us. These guidelines outline the rates you may claim your expenses. If you’re unsure how to claim then please read our document “volunteer guidance how to claim expenses”.

Please claim all costs incurred in the course of your volunteering. We know that sometimes your welfare or individual needs may occasionally override this guidance, eg, seeking the cheapest form or travel. Please contact your volunteer manager if you’re uncertain.

## How often can I claim?

Please claim as soon as you can after incurring the expense, ideally at least once every three months. Unfortunately we cannot pay expenses that were from more than six months ago. Our financial year closes at the end of March so please also complete any expense claim forms by 31st March for that financial year.

## What kind of things can I claim for?

You can claim for the following costs relating to your volunteering:

* travel
* overnight accommodation
* meals, Stationery
* postage
* phone
* carers’ costs – with prior arrangement with your line manager.

Please discuss single amounts over £50 and any other items with your volunteer manager before you incur any costs.

### Travel

Please claim each journey separately and outline the purpose of the journey alongside the claim. Please try to keep costs to a minimum; however personal safety should not be compromised for the sake of cost when travelling.

### Public Transport

Please use standard fares and make use of special or reduced rate fares where possible by booking tickets as far in advance as you can.

Some volunteers may already have a railcard which they may wish to use to reduce the cost of rail fares. The purchase of an annual railcard could be considered as redeemable if it will give a saving to regular one-off train fares that you’ll be making during your role. Please discuss this with your volunteer manager as budgets and rail fares will vary.

### Car use

You may use your own car for journeys up to 150 miles (round trips.) For longer journeys, please obtain permission from your volunteer manager. We will pay parking fees and tolls; we won’t pay parking fines or other traffic fines.

If you wish to use your own vehicle while volunteering please make sure your insurance covers driving for volunteering. All UK insurers have undertaken not to increase premiums for volunteers, but it is your responsibility to clarify that you have the right level of cover. You must make sure your vehicle is road legal, including Tax and MOT. We will not reimburse your loss of no claims bonus should it be necessary to claim on your insurance policy.

#### Mileage rates are:

* cars – first 10,000 miles 45p per mile, thereafter 25p per mile
* motor cycles – 24p per mile
* cycles – 20p per mile.

### Taxis

The cost of taxis (or minicab, if more cost effective) will be reimbursed in the following circumstances:

* you have difficulties accessing public transport
* you are required to volunteer at a time when public transport is not readily available, or your safety may be compromised
* there is no alternative to getting to the destination
* a ‘heavy load’ is being transported.

### Meals

Where appropriate, refreshments and meals may be claimed for, excluding alcohol. Please attach your receipts for any meals.

#### Meal expenses limits

* breakfast (if leaving home before 7am) up to £7.50
* lunch up to £6
* beverages (One in the morning, one in the afternoon) up to £2.00 per drink
* evening meal (if arriving home after 9.00pm or staying overnight) up to £20.00
* the additional cost incurred when ordering room service is a legitimate expense if you have a disability.

### Overnight accommodation

It’s unlikely that you will need to stay overnight to carry out your role; if you do need to do this please attempt to find the cheapest accommodation available at a good standard of safety and cleanliness. Limits to hotel rates for bed and breakfast are:

Central London - £130

Major provincial cities - £95

Elsewhere - £85

If accommodation within these limits cannot be found, please check with your volunteer manager.

### Carers/child care

We know this can be a barrier to volunteering, so please speak to your volunteer manager about child care costs, and we will do everything we can to support that whilst you volunteer for us.

### Telephone calls/postage/stationery

If you need to use your telephone for your volunteering role, the cost of these

calls may be claimed at the rate they have been billed. A copy of the bill highlighting the relevant calls should be attached to the expense claim form.

Any stationery and/or stamps that you need to buy in order to carry out your volunteering role can also be claimed for. Receipts need to be attached to the claim form.

## False claims

We will treat any cases of knowingly making a false claim seriously and formally using our problem solving procedure.

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