

The Bee Sanctuary Movement

Charity No: 1187263



## **VOLUNTEER EXPENSES POLICY**

This is a policy for volunteer expenditure and for use for the Bee Sanctuary. For understanding what expenses can be reimbursed and the correct procedure to follow. For Trustee guidance, please see 'Trustee Expenses Policy'. Where specified as special expenditure, it must be agreed by 3 Trustees

Expenses are refunds by a charity of legitimate payments which a trustee/volunteer has had to meet personally in order to carry out his or her trustee/volunteer duties. Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed.

Any reasonable expenses incurred while volunteering should be reimbursed if needed for the support of the Volunteer in their role. This includes but is not limited to:

### **Individual equipment such as protective clothing**

We will supply gardening gloves/litter pickers/gloves to all volunteers who request them.

We will supply litter pickers/ black bags/ dog waste bags for litter picking.

If needed, we will provide footwear where appropriate. This will be done on a case by case basis.

Protective jacket. Where needed we will supply an outdoor jacket, if it enables the volunteer to carry out their volunteering role.

High Viz will be made available to volunteers who need to wear it for Health and Safety reasons.

We will supply secateurs/loppers if the volunteer cannot provide their own.

We will provide hand gel and anti-viral gel/spray for sanitising hands and equipment.

### **Travel**

As a small community local charity we do not have an extensive budget to offer travel and meal expenses. Volunteers come from the local area, so it would be a special case for offering travel expenses, or meal expenses which would have to be agreed by 3 trustees.

We support the use of bicycles to carry out volunteer duties in the park, and will support the cyclist volunteers to ensure that their bicycle is safe. It is the cyclist's responsibility to ensure that their cycle is maintained and that they ride safely in the park.

### **Administration costs**

If staffs are working from home, are they able to claim for materials that office based staff would have supplied (i.e. stationery and printing, postage stamps)

### **Expense procedures**

Expense claims should be submitted within 3 months. Any late submissions cannot be guaranteed to be reimbursed.

Expense forms must be completed to be reimbursed for any claims, digital or hard copy forms are valid. All receipts/invoices and or supporting evidence (if necessary) are to be submitted with the claim.

Expenses will be paid via bank transfer within 30 days of receipt.

We may request further details of any expenses claim, and may withhold payment where insufficient supporting documents have been provided. Abuse of this policy includes, but is not limited to false expenses claims, claims for expenses not legitimately incurred, claims for personal gain, claims for hospitality/gifts that induce another party to take improper action, and receipt of hospitality/gifts by the employee that may influence their judgement. The disciplinary policy may be invoked where appropriate and that a breach of this policy may constitute gross misconduct.

For details on data protection or how your data will be stored please see data protection policy.

Volunteer Claim Form is available on request via Trustees or on our website.

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