



Winchester Area Access for All (WAAFA)

WAAFA c/o WACA
Groups Development
The Winchester Discovery Centre
Jewry Street
WINCHESTER
Hampshire
SO23 8SB

Tuesday, 25 November 2014

Volunteer's Expenses Policy

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- Only actual costs incurred can be reimbursed, expenses do not represent a reward or compensation for loss of time.
- Reimbursement will only be made for reasonable travel expenses from surrounding villages, cities or counties and a Sainsbury's meal voucher if volunteering for more than 4.5 hours. WAAFA can accept no liability for expenses that result from activities outside of these expenses.
- Travel on public transport includes buses and/or national rail (trains). WAAFA will pay for standard class travel only.
- The standard car mileage rate for volunteers working for **WAAFA** is **25p** per mile. WAAFA will not accept deviations to these rates.

5. Reimbursement of Expenses

- All volunteer's expenses will be reimbursed either by cheque or bank transfer. If a volunteer is going to be claiming expenses on a regular basis then reimbursement can be made by direct bank transfer.

6. Guidance for Volunteers

- All volunteers must complete the Volunteer Expenses Claim form in order to be reimbursed.
- When completing this form, volunteers must ensure that all the relevant and required fields are completed. Details should be given of the type of expense and claims should always be accompanied by invoices or VAT receipts (credit card vouchers are not acceptable). Once completed, the form should be passed to WAAFA's Secretary, Zanell Neethling.
- Payment will be made to all other volunteers by cheque unless a bank transfer is requested. However, we do ask that bank transfers are only requested for those volunteers who will be submitting regular expenses to reduce the administration around setting up new bank details.

7. Contact

WAAFA Chair – Mr Keith Hatter
(t) 01962 855 016

WAAFA Secretary – Miss Zanell Neethling
(e) info@waafa.org.uk

All WAAFA policies are reviewed annually in October.

Comments related to the maintenance of this policy should be directed to Zanell Neethling, Secretary.