**York Neighbours Volunteers’ Expenses Policy**

Volunteers should use the York Neighbours’ Expenses claim form which can be accessed from our website, emailed as an attachment from the office or obtained in paper format from the office.

All expenses must be agreed before being incurred otherwise we may not be able to reimburse your costs.

Please keep receipts, bus tickets etc. and attach them to your expenses form.

If the volunteer task agreed involves having something to eat or drink out and this is not paid for by the person they are accompanying a maximum of £7 can be claimed for food and drink. This is calculated to be sufficient for a drink and a snack or sandwich or can be put towards the cost if choosing to spend more but please attach a receipt.

Volunteers will be paid 45p per mile for using their own vehicle within the City of York boundary –any mileage outside the City boundary will be paid at 20p per mile.

Volunteers are requested to record all expenses incurred, whether or not these are being claimed so that we know the potential cost of our service.

The expenses form asks for two figures – total cost and total claimed. If you wish to donate any difference between the two figures please record this. So, for example, you have logged up 20 miles taking someone out – the total will be £9 (20 miles x 45p per mile fuel allowance). However, if you only want to claim £5 for your fuel costs so you write £5 in total claimed and £4 in amount donated back.

Volunteers are asked to return their expenses monthly whenever possible but not to let them accumulate for longer than 3 months.

Volunteers who cannot wait until the end of the month for their expenses, or need to be given cash before agreed expenses are incurred can make an arrangement with the office.