Volunteer Expenses

As a Parkinson’s UK volunteer, you are entitled to claim reasonable, actual, out-of-pocket expenses incurred whilst volunteering. In line with national standards of good practice in supporting volunteers we are committed to ensuring that no volunteer is out of pocket because of expenses incurred when volunteering for Parkinson’s UK.

Summary
Parkinson’s UK volunteer expenses procedures are described below under the following headings:

1. Who is a Parkinson’s UK volunteer?
2. Before making an expense claim
3. Travel
4. Subsistence and Overnight Accommodation
5. Childcare, Professional Support & Administration
6. How expenses are claimed and reimbursements made
7. Reviewing this document

1. **Who is a Parkinson’s UK volunteer?**

A Parkinson’s UK volunteer is someone who undertakes activities that involve spending unpaid time using their skills, knowledge and experience to deliver or enable the work of Parkinson’s UK. We will reimburse all reasonable volunteer expenses incurred through carrying out volunteer activities that are in line with our organisational remit.

This policy covers **ALL** Parkinson’s UK volunteers including Trustees and Local Group Volunteers. It does not cover expenses for supporters, members or people participating in user involvement activities.

2. **Before making an expense claim**

Before making an expenses claim, volunteers must check that:
- the expenses they are making a claim for were a necessary expense incurred as a result of undertaking their Parkinson’s UK volunteer role
- the expenses are reasonable and were made using the most cost effective method available, considering personal safety and wellbeing
- prior approval has been sought in advance for any expenses requiring this, such as taxi journeys and overnight accommodation
- all items of expenditure being claimed for occurred within the last 30 days
3. Travel

Parkinson’s UK will reimburse volunteers for travel to and from their regular place of volunteering up to a maximum of 50 miles as well as any travel undertaken as part of their volunteer role including travel to different locations, meetings, trainings and events.

Public Transport

Standard class public transport should be used when travelling on behalf of Parkinson’s UK. Volunteers should book tickets as far in advance as possible, making use of any concessions, special offers or discounts. This includes bus, coach, train, tram, ferry and where appropriate, air travel. Tickets purchased must be for journeys made on behalf of Parkinson’s UK only, if you are using a pre-pay scheme such as Oystercard, a print-out of the individual journeys made should be submitted, highlighting which journeys are being claimed for. Also, unfortunately we are unable to reimburse the purchase of any form of season ticket or railcard (such as young persons, senior or disability railcards) as these can be used for other journeys so are classed as a taxable benefit by HMRC.

Any volunteers wishing to travel by first class can pay the supplementary amounts themselves if they are happy to, but this will not be reimbursed.

Taxis

Taxis should only be used when considered essential, and where public transport is not practical, accessible, safe, or where there is an emergency. When planning to use a taxi, we advise volunteers to provide a quote or estimation to their named contact or to their Local Group in advance for approval.

Driving Private Vehicles

If public transport is impractical or more expensive than the cost of using a private vehicle, we will reimburse the cost of travel at the following set mileage rates:

<table>
<thead>
<tr>
<th>The first 10,000 miles in the tax year</th>
<th>Over 10,000 miles in the tax year</th>
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<tr>
<td>Car 45p per mile</td>
<td>Car 25p per mile</td>
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<tr>
<td>Motorcycle 24p per mile</td>
<td>Motorcycle 24p per mile</td>
</tr>
<tr>
<td>Bicycle 20p per mile</td>
<td>Bicycle 20p per mile</td>
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The above rates are set by HMRC and are effective as of 6 April 2011. Volunteers and staff should be aware that these rates are reviewed annually by HMRC and any changes are at the discretion of Parkinson’s UK. The current rates will be clearly printed on the volunteer expenses claim form and Parkinson’s UK will ensure this is kept up-to-date to reflect any changes to the mileage rates.

Parking costs, toll and congestion charges can also be claimed for where necessary; however, we do not reimburse parking fines or speeding tickets under any circumstances.

4. Subsistence & Overnight Accommodation

Food & Drink

When volunteering for a full day (over 5 hours) and lunch is not provided, we will reimburse the cost of lunch up to the value of £10. We also understand that if someone volunteers for a particularly long day or during the evening they may
need additional subsistence, in such circumstances the cost of additional subsistence up to the value of £10 may be provided. If staying overnight as part of your volunteering, dinner can be claimed up to a maximum of £20 and breakfast, where not included with accommodation can be claimed up to a maximum of £5. Under no circumstances are we able to reimburse the cost of alcoholic drinks for volunteers.

**Overnight Accommodation**
Very occasionally volunteers may need to stay overnight in order to attend training, a meeting or an event related to their volunteer role. If staying inside the M25 up to £140 per night may be reimbursed, outside the M25 £90 per night may be reimbursed. Rooms must be booked on a single occupancy basis, any volunteers wishing to book a double occupancy room can pay the supplementary amounts themselves if they are happy to, but this will not be reimbursed. Volunteers who require accommodation for training, meetings or events at National Office should consult their named contact as it may be possible to book and pay for a hotel room centrally using an account we have with a local hotel.

5. **Childcare, Professional Support & Administration**

**Childcare Costs**
We are unable to reimburse the costs of care for children during regular, agreed volunteering hours. However, occasionally volunteers may be expected to attend training or events outside of their normal volunteering hours. In this instance, the actual costs of care provided by a registered childminder will be reimbursed up to a maximum of £5 per hour where agreed with their named contact or Local Group in advance.

**Professional Support & Carer Costs**
If a volunteer needs the help of a professional carer or requires support for additional needs to volunteer, then we will meet the costs of this. The type of support required will depend on the volunteer’s individual needs, but may include; assistance during travel, a sign language interpreter, translator or a hearing loop. We will meet the costs of subsistence and travel for professional carers in line with the agreed limits set out in this policy and where necessary, the actual cost of any fees incurred in the use of the services of a professional carer will also be reimbursed up to a maximum of £20 per hour where agreed in advance with the volunteer’s named contact or Local Group. Parkinson’s UK will also cover the cost of any equipment required by a volunteer in order to carry out their role.

We also recognise that many of our volunteers are themselves carers for people with Parkinson’s. Whilst we cannot allow volunteers to bring the person they care for along to volunteering events or trainings outside of their regular volunteering hours, we understand that alternative arrangements may need to be made. Where a volunteer is the main carer for a person with Parkinson’s, Parkinson’s UK will reimburse actual costs of care provided by a professional carer up to a maximum of £20 per hour where agreed in advance with the volunteer’s named contact or Local Group.
Administration Costs
There may be times when volunteers incur administration costs undertaking their role, for example, when making phone calls, printing materials or sending letters on behalf of Parkinson’s UK. We can reimburse the costs of phone calls, stationery and postage when supported by receipts or an itemised bill. We are unable to reimburse the costs of furniture, utilities including gas, electricity, broadband/phone line installation and rental costs or computer equipment (except when computer equipment is purchased with group funds solely for the purpose of delivering group activities).

6. How expenses are claimed and reimbursements made
Depending on the role the volunteer is undertaking, expenses will either be claimed back:
   a) through the relevant Local Group’s funds
   b) through the volunteer’s named contact and the Finance Dept at Parkinson’s UK National Office

For all Local Group Network activities option a) should be used. For all other volunteers, including Trustees option b) should be used. If volunteers undertake a role within a local group in addition to another Parkinson’s UK volunteer role, expenses relating to the two roles should be claimed separately through the appropriate channels.

Whichever process is being used to claim expenses a volunteer expense claim form must be used and receipts provided as proof of purchase. There is also a volunteer expenses FAQ sheet which contains more information on how to claim expenses. Volunteers should be provided with a copy of this as part of their induction.

In order to avoid volunteers being out-of-pocket for long periods of time, we encourage volunteers to make regular claims and are committed to processing all volunteer expense claims within four weeks from the date the form was submitted, however volunteers can usually expect to receive reimbursement in around two weeks. If information is incorrect or missing we will strive to make contact with the volunteer as quickly as possible to resolve the issue.

We strongly recommend that volunteers do claim any expenses incurred whilst volunteering for Parkinson’s UK. However, we understand that not all volunteers will wish to claim their expenses. If this is the case, we would still encourage volunteers to make a claim, but to donate it back to the charity. Whilst this may seem onerous, it is important that we understand the true costs of involving volunteers in our work and it also gives any volunteers who are able to claim gift aid the opportunity to help to raise extra funds for the charity. More details on how to do this can be found in the volunteer expenses FAQ Sheet.

7. Reviewing this document
This document will be reviewed annually to ensure information is kept up to date.