

Budgeting for Volunteers



Making sure that your costs are covered...

Out of Pocket, *receipted* expenses.

It's good practice to ensure that your volunteers aren't out of pocket whilst they are volunteering for you.

Expenses that you might offer to reimburse for volunteers:

- Bus fares
- Lunch
- Mileage at an agreed rate per mile
- Taxi costs
- Childcare costs
- Costs relating to their volunteering - e.g. equipment/ stationery.

It's important that all expenses are reimbursed, with a valid receipt for that specific amount only. Any regular payments over and above the expenses amount could be classed as *payment* and this could land you and your organisation in hot water. It's also good practice to have a clear paper trail for auditing purposes.

We would expect most organisations (who have a bank account and budget) to be reimbursing volunteer expenses. You should also be proactive as part of this purpose and ask volunteers how much their expenses are and aim to reimburse the expenses same day, to avoid delays. Many volunteers won't be able to afford to volunteer if their expenses aren't reimbursed the same day. If you don't have a petty cash system in place, you may need to have a conversation with your finance team.

