



Volunteer Expenses Policy

Updated 25 April 2016

BIG defines its volunteers as:

- Members of the BIG Executive Committee.
- Those helping out with an Event or Skills Day organised by BIG on a voluntary basis.

As paid contractors, the BIG Administrator and BIG Event Organiser are not volunteers, but are requested to adhere to this policy document where possible.

Before making an expenses claim, volunteers must check that:

- the expenses they are claiming were a necessary expense incurred as a result of undertaking their BIG 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 from the Treasurer in advance for any expenses requiring taxi journeys and overnight accommodation.
- all items of expenditure being claimed for occurred within 60 days of the event/activity/meeting.

Travel

Public Transport

Travel costs will be reimbursed up to the cost of a standard class ticket. Please book as far in advance as possible and make use of any concessions, special offers or discounts to keep our expenses down to a minimum. Tickets purchased must be for journeys made on behalf of BIG only. If you are using a pre-pay scheme such as Oystercard, a print-out of the individual journeys made should be submitted. We are unable to reimburse the purchase of any form of season ticket or railcard.

Taxis

Taxis should only be used when considered essential, and where public transport is not practical, accessible, safe, or where there is an emergency.

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: 25p per mile for the first 100 miles of a return journey and then 20p per mile thereafter. This counts whether the private vehicle is being used to travel to a volunteer role (e.g. meeting) or as part of the volunteer role. 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.

Overseas volunteers

If BIG volunteers are travelling from overseas to take part in their voluntary role, a reasonable contribution to their travel costs will be reimbursed equal to travel costs if they were travelling from somewhere in the UK (NB Channel Islands is not part of the UK) to a maximum of £125.

Subsistence & Overnight Accommodation

Food & Drink

We will not reimburse food and drink costs for any voluntary work on behalf of BIG unless absolutely necessary and permission has been sought and approved beforehand.

Overnight Accommodation

As a rule, BIG does not pay for overnight accommodation but if your volunteering role means that it is necessary, accommodation will be booked for you by BIG's Administrator. Accommodation will normally be of a Travelodge/Premier Inn level standard.

Other Expenses

BIG is unable to reimburse costs for childcare, administrative activities (e.g. phone calls, printing or postage) or professional support while volunteers are engaged in voluntary activities for BIG unless permission has been sought or approved beforehand.

Expenses for Professional roles on behalf of BIG

Those working in a professional rather than a voluntary capacity for BIG, for example delivering a workshop or session at an event, should include all their expenses within their quotes and invoices of their service. These expenses should then be taken into account when budgeting for the event.

Expenses should be claimed on the expenses claim form which can be obtained from the BIG Administrator.