



Sherburn Visiting Scheme

Expenses Policy

You are not paid for your time as a volunteer, but SVS will offer you the opportunity to claim back any actual out-of-pocket expenses. This usually applies to fuel, travel, food, drink, or any equipment you need to buy.

You might be classed as an employee or worker rather than a volunteer if you get any other payment, reward or benefit in kind.

SVS will reimburse out-of-pocket expenses incurred as a result of your voluntary work as follows (All to be agreed):

Fuel expenses at 45p per mile

Bus or train fares (on the production of a ticket)

Car parking fees, entrance fees etc. on the production of receipts

Telephone calls – on the production of the itemised bill.

If you are not sure what you can claim for, then ask Sue Thornton at info@sherburnvisittingscheme.co.uk or call her on 01977 681 828 during office hours.

Please check with Sue first if you are unsure as you may not be reimbursed.

For example; if you wish to go on a trip or attend an activity with somebody you befriend, this would generally be considered a private arrangement between you and the person you support if it is not part of their agreed support plan.

We ask that volunteers keep expenses incurred to a minimum and record such expenses properly. We have a volunteer expenses form to help you with this.

There may be occasions when SVS may require further information in support of a claim. This will be to ensure that SVS funds are used effectively.

All claims should be forwarded to info@sherburnvisittingscheme.co.uk with any receipts and tickets attached.

As a general rule all expense claims should be submitted on a monthly basis, of the cost being incurred.

Volunteers who don't wish to claim expenses are encouraged to make a claim and then you can always discreetly donate your expenses back at a later date.

This helps us get a much clearer idea about the true cost of volunteer involvement.

Document History

Date	Issue Number	Updated By	Reason for New Version
05/04/23	1.0	Andy Wharton	Adoption by SVS. April '23 Minutes refer.

Approved For Release

SVS policies are reviewed in line with the Policy Document Log and their effectiveness is measured during day to day monitoring of SVS operations. Any changes are made and communicated as necessary.