



# All you need to know about volunteer expenses

Volunteering although unpaid should not have any financial impact on a volunteer. It is best practice to pay any 'out of pocket expenses' a volunteer may occur during their time volunteering.



## Why Pay Out of Pocket Expenses?

By paying a volunteer out of pocket expenses you are making the opportunity accessible to all. Your organisation will avoid creating barriers for people with low incomes to volunteer. This enables people to give their time freely to support your organisation.



## What can you reimburse volunteers for?

There are many things you can reimburse volunteers for; travel to and from their volunteering, meals and refreshments, care of dependants, equipment necessary for the volunteering role to be carried out e.g. personal protective equipment and administration cost e.g. stamps, stationary etc. Any expenses paid should be actual cost incurred, and where possible the volunteer should provide receipts as proof of expenditure.



It is best practice to outline your organisation's out of pocket expenses allowances with potential volunteers during the induction process, as well as providing them with the relevant documents they may need to make a claim.

It is also best practice to make a potential volunteer aware of your organisation's Expenses policy and make it available to them. Through making these documents available to a potential volunteer from the outset, the volunteer is aware of what is an acceptable expenditure request.

More information on Approved mileage and fuel rates can be found here:



**Travel - mileage and fuel rates and allowances - GOV.UK**  
**([www.gov.uk](http://www.gov.uk))**





Within your Expenses policy you may want to outline to the potential volunteer your organisation's expectations and reasonable requests. You may wish to request your volunteer explores the most cost-effective form of transport to and from their volunteering opportunity. You should outline your organisation's approach to supporting potential volunteers who need additional support needs to get to and from their volunteering opportunity.

### Useful links:



**Government - Volunteering and claiming benefits**  
- GOV.UK ([www.gov.uk](http://www.gov.uk))



**Citizens Advice - How volunteering affects your benefits - overview**  
- Citizens Advice



**West Glamorgan Volunteering Support** is a multi-agency project creating shared resources to develop the knowledge, management and coordination of volunteers and volunteer involving organisations across the Swansea and Neath Port Talbot areas. It has been funded through the Welsh Government Volunteering Recovery Fund.

**The project partners are:**

Neath Port Talbot Council, Neath Port Talbot Council for Voluntary Service, Swansea Bay University Health Board, Swansea Council, Swansea Council for Voluntary Service and West Glamorgan Regional Partnership.

**For more information visit:**

**[www.westglamorgan.org.uk/wgvs](http://www.westglamorgan.org.uk/wgvs)**