

BEXLEY MOORINGS PROJECT

VOLUNTEER EXPENSES POLICY

1. Purpose

Bexley Moorings Project values the contribution of volunteers and aims to ensure that no volunteer is left out of pocket while supporting the charity's activities. This policy sets out the types of expenses that may be reimbursed, the approval process, and the responsibilities of volunteers when claiming expenses.

At the same time, volunteers are expected to be mindful of the charity's limited funds and to avoid unnecessary or excessive spending. Volunteers must not exceed the agreed expense limits communicated at the start of the programme, project, or activity unless prior approval has been obtained.

2. Scope

This policy applies to all volunteers undertaking authorised activities on behalf of Bexley Moorings Project.

3. General Principles

Expenses must be:

- Necessary for carrying out approved volunteer activities
 - Reasonable and cost-effective
 - Supported by receipts or other evidence where possible
 - Submitted within the required timeframe
 - Volunteers should always choose the most economical reasonable option available
- Any expense that may exceed communicated limits or budgets must be agreed in advance with the designated staff member or programme lead.
 - Bexley Moorings Project reserves the right to refuse reimbursement where:
 - Prior approval was required but not obtained
 - Spending is considered excessive or unnecessary
 - Claims are submitted without sufficient evidence

4. Eligible Expenses

The following expenses may be reimbursed where pre-approved or reasonably incurred during authorised volunteering activities:

Travel:

- Public transport fares (standard class only)
- Mileage for use of a personal vehicle at the charity's approved mileage rate at .45p a mile
- Parking charges where necessary

Meals and Refreshments

- Reasonable snack and drink costs during extended volunteering activities where agreed in advance

Materials and Supplies

- Small items purchased specifically for approved volunteer activities, with prior agreement, such as undertaking a cooking session with the young person

Other Costs

- Any other reasonable expenses approved by the programme lead

5. Non-Reimbursable Expenses

The following will not normally be reimbursed:

- Fines or penalties
- First class or premium travel
- Expenses incurred without authorisation where approval was required
- Costs that exceed agreed programme limits without prior approval

6. Claim Process

- Expense claims should be submitted using the approved expenses form
- Claims should normally be submitted within 30 days of the expense being incurred
- Original receipts or proof of purchase must be attached where available
- Claims will be reviewed and authorised by the relevant programme lead or manager before payment is made.

7. Approval and Budget Limits

At the start of each programme or activity, volunteers will be informed of:

- Any applicable expense limits
- Approved spending categories
- The process for obtaining additional approval if needed.

Volunteers are expected to remain within these agreed limits and to use charity funds responsibly at all times.

Any anticipated overspend must be discussed and approved in advance.

8. Equality and Accessibility

Bexley Moorings Project recognises that some volunteers may require reasonable adjustments or additional support in order to participate fully. The charity will consider accessibility-related expenses on a case-by-case basis.

9. Fraud and Misuse

Submitting false, misleading, or deliberately inflated expense claims may result in the claim being refused and could lead to the volunteer relationship being reviewed.

10. Policy Review

This policy will be reviewed periodically to ensure it remains fair, transparent, and financially sustainable for Bexley Moorings Project.

Signed:

Date:

Date To be Reviewed: