



Volunteer Expenses Policy

- 1.1. Somerset Wildlife Trust will reimburse out-of-pocket expenses, properly incurred, to volunteers as agreed beforehand with their staff contact.
- 1.2. As an organisation, we encourage our staff and volunteers to use SWT resources carefully, with consideration for the environment and charity finances.
- 1.3. The expenses policy does not apply to Trustees and Local Area Groups.

2. Travel expenses

- 2.1. We encourage local volunteering and the use of public transport wherever possible. We appreciate that some of the locations in which you volunteer may be remote and only accessible by car. Please try to lift-share when public transport is not available.
- 2.2. We will only reimburse travel expenses above and beyond travel to the **volunteers normal meeting point**. Travel expenses must be agreed beforehand and incurred wholly and exclusively for the purpose of volunteering with Somerset Wildlife Trust.
- 2.3. If a volunteer is asked by a member of staff to travel to a site and they are using public transport, SWT will reimburse tickets. The maximum value is agreed on a case by case basis, please do not book before confirming with your staff contact.
- 2.4. Where a volunteer is asked by a member of staff to travel to a site and there is no alternative but to drive, then SWT will reimburse volunteers at a rate of 45p per mile. The maximum distance of travel is decided on a case by case basis, please do not incur costs before confirming with your staff contact. **It is your responsibility as a volunteer to ensure your vehicle is road worthy and you are covered by appropriate insurance.**
- 2.5. Cycling millage is paid at a rate of 20p per mile, the maximum distance of travel is decided on a case by case basis, please do not incur costs before confirming with your staff contact.

3. General Expenses

- 3.1. Additional out-of-pocket expenses incurred wholly and exclusively for the purpose of volunteering with Somerset Wildlife Trust will be reimbursed but must be agreed with your staff contact beforehand. This may include but is not limited to training, refreshments and resources. You must retain proof of purchase.

4. How to claim

- 4.1. Your staff contact will give you an expenses sheet. Fill and complete this and return to the staff contact with any relevant receipts. Expense claims are usually made via BACS within a couple of weeks from the end of the month; however payments can also be made via cheque on request. Please ensure claims are made promptly, expenses must be claimed within 6-months of incurring.



Protecting the species you love
in the county where you live