



Bookmark

Volunteer Expenses Policy

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Introduction

Bookmark recognises the enormous contribution our volunteers make through the gift of their time. We hope that you enjoy volunteering with us and feel like a vital part of the Bookmark team.

Bookmark wants to ensure that as many people as possible can volunteer with us and that there are no barriers to volunteer involvement. This policy sets out our approach towards the reimbursement of reasonable out-of-pocket travel expenses that you incur when giving your time to Bookmark.

The charity relies on grants and donations to support its work, and while we would not wish you to be out of pocket as a volunteer, you may feel you do not want to claim your expenses. If you are volunteering through your company, you may find that your employer may be happy to meet any expenses incurred.

This policy relates to expenses incurred when volunteering with Bookmark through a face-to-face reading programme in a local school. For expenses relating to other forms of volunteering with the Charity, such as involvement in Bookmark's Volunteer Advisory Board, please contact the Volunteers Team prior to incurring the cost.

What expenses can I claim?

- Travel expenses should be kept to a minimum and you should use the cheapest form of travel available.
- Travel expenses will only be reimbursed for face-to-face reading sessions **marked as complete on the VolunteerHub**, with the exception of the school having to cancel the session after arrival.
- Travel expenses will only be reimbursed for **travel distances over one mile** unless exceptions are agreed in advance e.g. to meet individual accessibility requirements.
- In order to ensure that you can claim your travel expenses please retain your receipts or proof of expense (which must include proof of payment and travel vendor). These might take the form of an oyster card printout, relevant section of a bank statement reflecting the charge, bus, or train ticket. **If there are no receipts or proof of expense, unfortunately we will not be able to reimburse you.**
- Our approach is to reimburse volunteers for travel over and above any travel incurred in their normal day-to-day activities. The local community is at the very core of what we do for face-to-face programmes, so we try to make all journeys as short as possible; as a result, we reimburse expenses up to a **maximum of £4.00 per journey (a total of £8.00 per school visit).**
- Bookmark would not expect you to make a travel expenses claim if you have a travel card that includes the areas you are travelling.



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- By exception, should you be unable to travel by public transport, then the standard car mileage rate for use of a private vehicle is 25p per mile, also capped at £4.00 per journey. Volunteers must only use a taxed vehicle that is roadworthy with a current MOT. Volunteers must inform their insurance company that they will be using the vehicle for volunteering purposes.
- Any volunteer expenses that are not related directly to travel will be reviewed on an individual basis.

How do I make a claim?

- Travel expenses must be claimed within 14 days of the end of each face-to-face reading programme (one claim per reading programme). Travel expenses incurred while volunteering other than on a reading programme, should be agreed in advance with the Volunteers Team.
- All volunteers must claim expenses by completing the Volunteer Expenses Claim Form available on our website here:
<https://www.bookmarkreading.org/policies-and-procedures/expenses-form>
- All claims must be accompanied by scanned receipts (see below for prepay Oyster card or similar electronic ticket use). Once completed, this claim form should be submitted via email, to finance@bookmarkreading.org
- Where the use of prepay Oyster cards or similar electronic tickets for public transport are cheaper per journey than pay as you go or paper tickets, then they should be used even though a receipt cannot be provided. Please register your oyster card online prior to incurring the expense so that you can send the journey history as the backup documentation with the expense claim (highlighting the journeys for which you are making a claim). The expenses claim must be itemised for each journey and the relevant cost. Do not claim for the 'top-up' cost of the card.
- Where contactless payment is used to pay for travel, please submit the relevant transaction history from the credit or debit card used.
- Please ensure your bank details are included on the form to allow us to make bank transfers directly to your account. Please contact a member of the Volunteers Team on info@bookmarkreading.org if this is a problem.
- By submitting your Volunteer Expenses Claim Form to us via email, you confirm that you have read and understood this policy and are claiming appropriately.
- We aim to reimburse expenses within 2 weeks of submission of correctly completed forms. Queried submissions and missing supporting documentation may lead to your reimbursement taking longer than 6 weeks.

All queries relating to your expenses should be emailed to: finance@bookmarkreading.org

THANK YOU FOR YOUR SUPPORT