



St John **Scotland**

Volunteer Expenses

We are committed to provide a safe and supportive environment for our volunteers

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Expenses Policy

We believe that St John Scotland (SJS) volunteers should not be out of pocket for the charitable activities they undertake. We will reimburse expenses in line with the following policy.

Please note that Patient Transport drivers' expenses are administered separately

- To claim expenses, volunteers are asked to complete an expenses claim form (either online or in paper format) and submit it to their Area treasurer for approval and processing.
- Volunteers are requested to submit their expenses monthly, alongside a recording of all volunteered hours worked during that month (unless weekly agreed by Chair).
- Volunteers must submit relevant receipts with their expenses claim.
- Volunteer expenses will be reimbursed within one month of receipt of the claim.

What can be claimed:

- Volunteers can claim for reasonable travel subsistence & expenses incurred during their volunteering work.
- We encourage the use of public transport wherever possible to travel to your place of volunteering.
- Where the use of a private car is the only means possible (for example, poor public transport links, or the volunteer needs to transport equipment or materials), mileage rates paid will be 45p per mile (in line with HMRC Guidance).
- If the mode of transport used is a motorcycle, volunteers can claim 24p per mile.
- Volunteers may claim 20p per mile for cycling if they are unable to use public transport.
- Volunteers who undertake work which lasts more than 4 hours continuously (e.g. 9am to 1pm) may claim a lunch/meal of up to a maximum of £10.00 - receipts must be submitted.
- If volunteers are working outside their usual/relevant St John Scotland Area (e.g. volunteer lives in Perth but chooses to volunteer at an event in Stirling), travel expenses can be claimed. Area Committees and SJS HQ always seek to ensure that volunteers operate in their own Area locality where possible, to cut down on the travel required and associated travel expenses.
- We appreciate that not all volunteers wish to claim expenses, however, we would like all volunteers to record hours worked. We would request that all volunteers record their hours and submit this at the end of each month.

If you have any questions about this policy, please contact the staff team:

volunteer@stjohnscotland.org.uk

t: 0131 556 8711

Appendix 1

Recording Volunteer Hours and Expenses

Please use this form to fill in your volunteer hours completed, and to claim any expenses you may be due.

***** This form is not to be used for Patient Transport *****

Full name	
Email address	
Phone number	

If claiming expenses, please fill in your bank details below. We aim to reimburse you by BACS payment within one month of your claim being received.

Bank name	
Account number	
Sort code	

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St John
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Appendix 2 – Claim form *(This form is not to be used for Patient Transport)*

Name		Month Ending	
SJS Area			

Date of activity	Time/Hours volunteered	Volunteering type:	Expenses type	Details of journey to event	Mileage	Amount Claimed
		<ul style="list-style-type: none"> CPR training Defibrillators Committee Other (please state) 	<ul style="list-style-type: none"> Public transport Car mileage Food and drink Other (please state) 	<i>For mileage claims, you must include the journey start and end location</i> <i>Reason for food expense e.g. volunteered more than 4 hours</i>	(standard HRMC rate of 45p per mile)	£
Monday 2 nd April	18:00 to 20:30 (2 hrs 30min)	CPR Training	Public Transport	Bus from Tollcross to Newhaven, and back. £2 each way - £4 total		£4.00
Thursday 5 th April	18:00 to 20:30 (2 hrs 30min)	CPR Training	Own car	Home to Venue and return. 12 miles each way (24 miles total)	24 x 45p = £10.80	£10.80
Total	5 hrs				24 miles	£14.40
Please remember to submit receipts for all expense claims (Not required for car mileage).						

Please return your expenses form to your Area Treasurer for processing.

Signed (by Claimant)	
Authorised by (SJS Area)	
Date Authorised	

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St John
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