



LitterfreeSB

Volunteer's Expenses Policy and Procedures November 2024

1. Purpose This policy outlines the procedures for reimbursing volunteers for expenses incurred while performing their duties for the LitterfreeSB. Our aim is to ensure that no volunteer is out of pocket as a result of their voluntary work.

2. Eligibility All registered volunteers of the Litter-Picking Group are eligible to claim expenses approved by the committee. Expenses must be reasonable, necessary, and directly related to the volunteer activities.

3. Types of Expenses Covered The following types of expenses are eligible for reimbursement:

- Out-of-pocket expenses incurred with prior knowledge and approval of the committee such as travel expenses, equipment purchases, stationery expenses, telephone costs and postal expenses.
- **4. Claim Procedure**
- **Receipts:** Volunteers must provide original receipts or proof of purchase for all expenses claimed.
- **Claim Form:** Volunteers must complete an expense claim form, detailing the nature and amount of each expense.
- **Submission:** Claims should be submitted within 30 days of the expense being incurred. Claims can be submitted via email or in person to the group coordinator.
- **Approval:** The group treasurer and chairperson will review and give final approval to all claims. Approved claims will be reimbursed within 14 days of submission.

5. Non-Reimbursable Expenses The following expenses are not eligible for reimbursement:

- Personal items or services.
- Fines or penalties.

- Expenses without receipts or proof of purchase.
- Expenses not directly related to volunteer activities.

6. Review and Amendments This policy will be reviewed annually and may be amended as necessary. Volunteers will be notified of any changes.

7. Contact Information For any questions or clarifications regarding this policy, please contact Frank Page on 07913 268164