

VOLUNTEER EXPENSES POLICY

Approved by Trustees: New policy 01/10/2026

Review date: 01/10/2027

1. Purpose

V-Aid recognises that volunteering should not unnecessarily leave people out of pocket.

Where resources allow, V-Aid may reimburse reasonable and genuine expenses incurred while carrying out agreed volunteering activities.

2. What may be reimbursed

Depending on the activity and prior agreement, expenses may include:

- public transport;
- mileage;
- parking;
- necessary travel costs;
- other reasonable out-of-pocket costs directly connected to volunteering.

Other expenses may be considered where they are necessary and agreed in advance.

3. Approval

Where practical, volunteers should agree significant expenses with V-Aid before the cost is incurred.

V-Aid may set reasonable limits depending on the activity, available funding and funder requirements.

4. Evidence

Volunteers may be asked to provide receipts, tickets, mileage details or other reasonable evidence of the expense.

Where this is not practical, V-Aid may use another reasonable method of verification.

5. Expenses are not payment

Reimbursement of genuine expenses is not payment for volunteering.

Volunteers are not paid for their time under this policy.

Where V-Aid wishes to pay someone for work undertaken, that arrangement will be dealt with separately under V-Aid's paid sessional or employment arrangements.

6. Accessibility and barriers

V-Aid may use volunteer expenses as part of its approach to removing barriers to volunteering, particularly where travel or other unavoidable costs might otherwise prevent participation.

7. Review

This policy will be reviewed periodically and may be amended to reflect available resources, funding conditions or changes in V-Aid's activities.

Trustee approval

Approved by the Board of Trustees on: 01/10/2026

Signed on behalf of the Trustees:

Name: Christin Lau

A handwritten signature in black ink, appearing to read 'Christin Lau', with a long horizontal stroke extending to the right.

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