

HARC VOLUNTEER EXPENSES POLICY

We value the time that you, as a volunteer, devote to the project and expenses are available when you are “out of pocket”. This usually means bus fares, or taxi fares when buses are not running. Reimbursement of car park fees are also available as city centre car parking can be expensive and shifts are often over 6 hours.

We discourage you from buying any items that you think may be needed for the project e.g. food, newspapers, clothes. Please approach the Project Lead for money from the petty cash if it is agreed that any items are needed.

Please use a bus pass if you have one or the cheapest bus ticket available for your journey.

Taxi fares will be reimbursed when you are travelling to and from the HARC project and there are no other options of public transport or lift sharing. The start and finish points and the purpose of the journey must be written on each taxi receipt.

Every year we attempt to find a car park that will offer us discount parking over the Christmas period. This information will be given to you during the training session before the project starts and can also be found in the handbook (sent out to volunteers and available on the website). You will be given instructions about how to apply for the discounted rate. Please ask for a paper receipt of the car parking charge or take a photograph of the ticket and bring this with you to the project.

Claims procedure

All claims for reimbursement of travel (bus or taxi) and parking must be submitted on a HARC expenses claim form which can be obtained from your Project Lead. Original receipts are needed and these will be attached to the form. The Project Lead will look at the photograph of the ticket that you may have and verify that this is correct. Money will be given to you on completion of the expenses claim form.