



**Alzheimer's
Research
UK**

Make
breakthroughs
possible

Expenses Policy

Expenses Policy for Volunteers

Alzheimer's Research UK recognises the critical role of volunteers and how they contribute and enable the charity to achieve its vision, mission and objectives. The Charity wishes to ensure volunteering is accessible to all, and that potential barriers, such as personal cost, do not prevent volunteer contribution.

The Charity's commitment is that volunteers should not be out-of-pocket because of their volunteer activity. This document outlines the mechanism to recover reasonable and authorised expenses that are incurred whilst carrying out a volunteering role on behalf of the charity.

This policy applies to all volunteers who incur relevant expenses whilst fulfilling their role.

Principles

Alzheimer's Research UK's policy on reimbursing expenses is based on three principles: -

Integrity – The Charity will reimburse authorised expenses in a timely manner and will not reimburse expenses which are for private use or benefit.

Accountability – All expenses made on behalf of the Charity will be subject to proper authorisation and internal control procedures.

Value for money – All expenses should represent a level of reasonableness and good value.

What is covered?

This policy outlines some common areas of expense in relation to volunteering activity. The charity may be able to book some expenses in advance, e.g. rail fares or accommodation, to save volunteers from unnecessary expense – please check with a named contact to see if this is possible. In all other circumstances, volunteers should liaise with their named contact prior to incurring any expense when fulfilling duties related to their role.

Mileage

Volunteers may claim mileage to/from their volunteering activity and mileage incurred as a result of the activity. Car or van mileage is 45p per mile for up to a maximum annual claim of 10,000 miles. (Mileage claimed above the limit will be reimbursed at a reduced rate of 25p per mile.) Motorcycle mileage is reimbursed at 24p per mile (and bicycle mileage at 20p per mile). All claims are to be supported by VAT fuel receipts for at least 30% of the claimed mileage value. Car sharing is encouraged and an additional 5p per mile per volunteer passenger can be claimed by the driver.

Rail & Air Travel

Where role or event specific information (including claim limits) is not supplied, please book in advance to obtain cheapest possible fares. Bookings should be made in economy/standard class. Air travel is to be agreed with a named contact prior to booking.

Taxis

Public transport should always be the preferred option of travel unless timing or the local area dictates otherwise. Volunteers living with a form of dementia or with mobility, health or other accessibility issues may also travel by taxi where required.

Accommodation

In booking accommodation, volunteers should consider the best value available, as well as whether the location will incur additional travel expenses. Accommodation costs may be claimed up to £100 per night outside of London and £200 per night within London and whilst abroad. These limits are inclusive of VAT. Volunteers should have approval from a named contact prior to making a booking.

Meals

Where role or event specific information is not supplied, the following outlines the reimbursement of volunteer meals, for any one single day of volunteering:

- 5+ hours volunteered (up to £10);
- 10+ hours volunteered (up to £20);
- 10+ hours volunteered if the role starts prior to 7am or finishes after 8pm (up to £25).

If the volunteering role requires an overnight stay, the following can be claimed:

- An evening meal on the night of the stay (up to £20)
- Breakfast (up to £10)
- Lunch (up to £7.50)

All limits are inclusive of VAT.

Other expenses types

Where any of the following are required to fulfil the volunteering role, reasonable expenses can be reimbursed for:

- Care for people living with a form of dementia and/or dependents, including children i.e. childcare costs
- Postage
- Phone calls
- Stationery
- Equipment (where not routinely provided by the charity)
- Other sundries in line with the principles of this policy*

**Please liaise with a named contact prior to purchase where unsure.*

What isn't covered?

The following expenses will not be reimbursed:

- Credit, debit and charge card fees, including interest and annual costs.
- Parking fines/Congestion Charge fines/Speeding fines

- Damage to personal vehicles
- Alcohol and/or drinks bills, unless prior agreement from a named contact

Receipts

Please ensure receipts are provided for all expenditure claims - this includes taxi fares. Itemised receipts/statements are always required. Credit/Debit card slips are not valid receipts as they only prove that a card has been charged and often they do not identify the details of expenditure. Please ensure receipts are requested for all contactless payments. Digitally accessed receipts, e.g. London Underground fares via a Transport for London account are a valid form of receipt.

All mileage claims need to be supported by VAT receipts and the value of the receipts must cover at least 30% of the value of the mileage claimed. The submitted receipts need to be dated on or before the date of the claimed journey. It is advisable to regularly obtain VAT receipts when purchasing fuel for a vehicle.

How to make a claim

Volunteers are required to complete an [Expenses Form](#), attach the relevant receipts, and submit this to their named contact for approval and processing. **Expenses should be submitted within one month of the expense being incurred.** The Charity can provide support in completing an expense form to those who require it. For further information on expenses please liaise with a named contact or the Volunteering team.

Reimbursement

Alzheimer's Research UK will process reimbursements by BACS into a nominated bank account. Reimbursements are processed on the second and fourth Thursday of every month. Please ensure claims are submitted sufficiently in advance of these dates to be processed. Once processed, volunteers should receive reimbursement within 3 working days.

Prefer not to receive expenses?

Alzheimer's Research UK encourages volunteers to claim and keep their reimbursed expenses. Expenses are budgeted for and an important part of demonstrating 'cost' and value in charity projects.

However, the charity recognises that some volunteers prefer not to be reimbursed for expenses. Where this is the case, Alzheimer's Research UK gratefully encourages volunteers to give unwanted expenses back to the charity as a donation. Please make clear on the expenses form by ticking the relevant box. For UK taxpayers, the charity may also be able to claim Gift Aid on this donation.

Further information

For questions or concerns about aspects of this policy that may be a barrier, or where any other information about expenses at Alzheimer's Research UK is required please speak with your named contact or a member of the Volunteering team on 0300 111 5 555 or volunteer@alzheimersresearchuk.org.