



WILTSHIRE INVOLVEMENT NETWORK

Volunteer Expenses Policy

All expenses arising through involvement with the WIN must be authorised by the Chair or Vice Chair before the Host will consider them for payment. It is advised that individuals check the eligibility of expense claims before committing to expenditure.

Involvement of the WIN falls into one of two areas:

Contributing to the running of the WIN or its activities

Participating in WIN activities to express your own views

A person may be participating in some activities and contributing in others. Expenses incurred through an activity that contributes to the work of the WIN can be reimbursed; those that relate to activities where a person is participating for their own interest cannot.

Individuals who contribute to the work of the WIN through the course of their employment to an organisation must claim their expenses through their employer and are covered by their policy for this.

Contributing

This is where an individual undertakes voluntary work on behalf of the WIN such as involvement in the Core Group, completing work as requested by the Core Group or taking the minutes of a work group. People undertaking these activities are considered to be volunteering.

All volunteers contributing in this way may claim reasonable and appropriate out of pocket expenses. For example the following may be reimbursed:

- Travel costs to and from a venue on production of receipts, this includes bus or train tickets and private car mileage at 45p per

mile plus parking expenses. 2p per mile is paid in addition for carrying a passenger.

- Meal Rate – up to £5.00 on production of a receipt as long as the volunteer is away from home for at least 5 hours and has bought a meal.
- Telephone calls made on behalf of WIN on production of an itemised telephone bill
- The cost of printing on production of a receipt for either printing or printing consumables.

Participating

The WIN would not usually cover costs associated with people engaging with the WIN in this way.

Participation includes any action a person takes to represent their interests or express their views. This could be through attending a public meeting, taking part in a focus group, filling in a survey. Work completed or external meetings attended are not covered by this policy unless these activities are completed at the request of the Core Group.

Where there are specific barriers to a person's engagement, for example where an individual requires an interpreter or support worker to enable them to participate, the WIN would normally cover the cost of providing this support. The Host will endeavour to arrange appropriate support or methods of engagement but may consider allowing the individual to make these arrangements and reimburse them for these expenses. Sufficient notice must be given to allow support needs to be catered for.