

Whilst it is best practice for volunteer-involving organisations to pay out-of-pocket expenses for volunteers, it is also recognised that some organisations do not have the resources to do so. Either way, it is important that

organisations have an expenses policy in place and that volunteers are aware of which expenses are covered right from the start. Common expenses covered include travel to and from the place of volunteering and lunches. We strongly recommend that organisations do not provide a flat rate for volunteers for these or other expenses and, instead, reimburse expenses upon receipt. Expense processes typically include submitting receipts on a regular basis accompanied by an expenses form. Once submitted and approved, volunteers receive an expenses cheque. Below is a sample volunteer expenses form that may be altered to suit the needs of your organisation.

Volunteer Expenses Form

Personal details

Name:		Volunteer Position:	
Address:		Telephone:	

The types of expenses for which we provide reimbursement include (insert those relevant to your organisation, e.g. travel, lunch, postage, business phone calls etc.) Please remember to keep receipts, bus tickets, etc. and attach to this claim form.

Sample expenses

Date	Type of Expense (e.g. Food, Lodging, Travel)	Amount
	Total:	€

Sample mileage

Date	Destination	Distance	Rate per/km	Amount
			Total:	€

Name of Volunteer (Please Print).....

Signature.....

Authorised By..... Date.....