



### Travel Expenses Policy

#### Background

Volunteering should not cost the volunteer anything; “its good practice to reimburse a volunteer for expenses incurred in the course of their volunteering”

It is very important to **never** pay expenses at a flat rate as this can be viewed as a contract of employment and the volunteer could be eligible for the minimum wage.

Expenses will only be reimbursed on proof of travel.

Natural Kirklees do not pay or contribute to meals, lunches or refreshments unless otherwise stated.

#### Travel Expenses Policy:

Natural Kirklees will pay travel expenses incurred as part of your volunteering role; this must be agreed beforehand with the chair or treasurer.

Expenses will only be reimbursed on proof of travel i.e. bus or train ticket.

To reclaim expenses complete the details as per the example Expenses Claim Form (see below) on any form of paper. Expenses can be paid by electronic bank transfer. The chair or treasurer must sign the Expenses Claim Form for expense to be reimbursed.

Volunteers who wish to claim expenses and travel by car will be reimbursed using the Inland Revenue’s mileage rates. **These expenses will be calculated using the shortest route.**

Signed



Ed Day – Chair of the Trustees

Policy Date – 1st June 2025

Review Date September 2026

## Natural Kirklees Travel Expenses Policy

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### Travel Expenses Claim Form

VOLUNTEER EXPENSES		DATE _____	
Description of expenses		Amount	
Signature _____		Print name _____	
Passed by _____		Print name _____	