

West Lothian Bike Library CIC – Volunteer Expenses Policy

Effective from 1 Feb 2019



West Lothian Bike Library (WLBL) may reimburse Volunteers for out-of-pocket expenses incurred whilst participating in Volunteer activities, as directed by the Project Coordinator.

Claims can only be made for Volunteer activities that are part of your Volunteering role and where the activity and your participation has been agreed in advance by the Project Coordinator.

The types of expenditure WLBL will reimburse are:

1. Travel

When travelling Volunteers should endeavour to seek the most cost-effective method possible, car sharing, discounted tickets and free parking areas. Method of travel and likely costs must be discussed and agreed in advance with the Project Coordinator.

- By public transport, from your home to the location where you are volunteering.
 - The most suitable method of travel will be agreed in advance with the Project Coordinator.
 - Discounted fares only will be reimbursed on Public Transport. Standard fare tickets on public transport will only be reimbursed by exception if a discounted fare is unavailable.
- By car
 - If using your own car, mileage will be reimbursed at a rate of 35p per mile, up to a maximum of 20 miles. Thereafter, only the equivalent cost of the journey on public transport will be reimbursed, unless previously agreed by the Project Coordinator.

2. Parking

- Reimbursement of parking costs will only be made, when no free parking is available at a reasonable distance from the Volunteering location. Discuss with Project Coordinator in advance.
- Costs associated with Parking fines and violations will not be reimbursed.

3. Sustenance

- At the Hub in Crofthead.
 - Kitchen Facility
Volunteers are invited to use the Kitchen facilities. Microwaves, kettle, crockery and utensils are available for heating food and making hot drinks. WLBL will keep a supply of tea and coffee in the Office for volunteers to use free of charge.
 - Café
Volunteers may purchase reasonably priced food and drinks from the café at their own cost. The cost of using the café will not be reimbursed by WLBL.
- When attending Full Day Events
 - Some food and drinks costs may be reimbursed depending on the type of event and duration of volunteering. If costs will be reimbursed the Project Coordinator will advise you of this and the maximum amount that will be paid, prior to attending the Event. All costs must be accompanied by a receipt.
N.B. Only sustenance costs that have the explicit prior authorisation by the Project Coordinator will be paid. Authorisation is required for each specific event.

4. Other

- Other genuine expenses associated with a volunteering activity may be paid. Discuss and agree with the Project Coordinator in advance.

N.B. Only expenses with prior authorisation from the Project Coordinator will be paid.

Making an Expenses Claim

1. Claims must be submitted using the [WLBL Volunteer Expenses Claim Form](#) and be accompanied by the relevant receipts.
 - The expenses form should be completed in full, otherwise delays in payment may occur.
 - Ensure that your bank and sort code are completed correctly.
 - Receipts should be stapled to the form and can include bus tickets, train tickets, parking tickets with the dates and expense incurred clearly visible.

N.B. Reimbursement of expenses cannot be made if the relevant receipts are not supplied.

2. The completed Volunteer Expense Claim should be given to the Project Coordinator or sent by post to the following address:
 - Project Coordinator
 - West Lothian Bike Library CIC
 - Crofthead Community Centre
 - Templar Rise
 - Livingston
 - EH54 6DG
3. The Project Coordinator will advise on the frequency that expense claims should be submitted for each Volunteer depending on the role and time commitment with WLBL. This will be either weekly or monthly.
4. Expenses will be reimbursed to the bank account specified on the [Volunteer Expenses Claim Form](#).