



## **MSA Trust Policy and Procedure: Volunteer Expenses**

Created / updated by	Kirsten Olufsen
Ratified by	Emma Rushton
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# MSA Trust Policy and Procedure: Volunteer Expenses

## Why We Have This Policy

Volunteers should not be out of pocket due to their volunteering. The MSA Trust wants to make sure nobody is excluded from volunteering because of their financial circumstances.

This policy explains what expenses you can claim for and how to claim them.

## Before Making a Claim

Volunteers should talk to their Role Manager or the Volunteer Officer before spending money on expenses, so that both are clear on what the volunteer is claiming for.

Before making a claim volunteers should check that:

- The expenses are necessary and incurred only while undertaking their role with the Trust.
- The expenses are reasonable and the most cost-effective method available was used.
- Spending was agreed in advance.
- Expenses were incurred within the last two months.

**Always remember to keep receipts and a record of any car mileage.**

## Advance Claims

If a volunteer can't cover a travel cost themselves (e.g. a train ticket to volunteer at an event) they should speak to their Role Manager. The Trust may be able to help with an advance payment or pay on the volunteer's behalf.

## Eligible Expenses

Volunteers can claim back the cost of travel related to their volunteering.

If they are working over four hours a day volunteering, they might be entitled to a lunch or dinner allowance.

## Public Transport

Standard-class public transport should be used when travelling on behalf of the Trust. Volunteers should book tickets as far in advance as possible to make best use of any concessions, special offers or discounts. This includes bus, coach, train, tram, ferry and, where appropriate, air travel.

Tickets purchased should be for journeys made on behalf of the MSA Trust only.

If volunteers use a pre-pay scheme such as Oystercard, they must submit a print-out of the individual journeys made, highlighting which journeys are being claimed for.

The trust **cannot** cover the cost of any form of season ticket or railcard (such as senior or disabled person's railcards). These can be used for other journeys, so they are classed as a taxable benefit by HMRC.

## Taxis

Taxis should only be used where they are essential for accessibility, where public transport is not practical, accessible, safe, or where there is an emergency.

## Private Vehicles

If public transport is impractical or more expensive than the cost of the volunteer using their own vehicle, the Trust will reimburse travel at the following mileage rates:

The first 10,000 miles in the tax year	Over 10,000 miles in the tax year
Car 55p per mile	Car 25p per mile
Motorcycle 24p per mile	Motorcycle 24p per mile

These rates are set by HMRC and reviewed annually. Any changes following the annual HMRC review are at the Trust's discretion.

Parking costs, toll and congestion charges can also be claimed for where unavoidable. The Trust will not cover the cost of parking fines, speeding tickets or any other penalties.

Volunteers using their own vehicle to drive to and from their place of volunteering don't need to disclose this to their insurer. In rare situations where a volunteer needs to use their own vehicle as part of their volunteering role, they must talk to their Role Manager or the Volunteer Officer first. If use of the vehicle is agreed, the volunteer must then tell their insurers, explaining they only receive out-of-pocket expenses, to make it clear that this is not commercial use of the vehicle.

Most insurance companies count volunteering under 'domestic, social and pleasure' use and there won't be any cost impact. Rarely, some may require it to be classified under business miles. The Volunteer Officer can give extra advice and guidance in this situation.

## Lunch

Volunteers working over four hours a day volunteering for the Trust are entitled to a £5 lunch or dinner allowance each day. Receipts must be kept for all purchases and submitted as detailed below. At some events (e.g. Summer Social, Tree Planting) lunch is provided and volunteers are not entitled to any additional lunch allowance.

## Other Expenses

There may be occasions when volunteers are eligible to make claims for other expenses, such as subsistence, overnight accommodation, administration costs etc. Volunteers must always discuss this with their Role Manager before making any payments.

## Reimbursement of Expenses

To make a claim, volunteers must use the Trust's Volunteer Expenses Claim Form. The form can be provided by Role Managers or the Volunteer Officer. Staff can help with completing the form if needed.

The claim form must be submitted by email or post within two months of the expense being incurred. The form should be sent to the Role Manager or Volunteer Officer.

Expenses will be paid by direct bank transfer using the details provided on the claim form. We aim to pay expenses within 2 weeks of receiving the completed form.

### **“Donating” Expenses**

Some volunteers might not want to claim expenses, seeing them as a donation to support the Trust and save funds. The MSA Trust is very grateful to volunteers who choose to donate their expenses, but this is not expected.

If a volunteer chooses not to claim, it is still very helpful if they can tell the Trust about the expenses incurred as a volunteer. This helps staff to budget for volunteering and to apply for funding.