

## **VOLUNTEER EXPENSES POLICY**

It is the policy of Action Tutoring to offer to cover reasonable volunteer travel expenses and this document is intended to make clear to all parties what may reasonably be expected.

- In order to ensure that you are able to claim your expenses please retain your receipts. These might take the form of an oyster card printout, bus or train ticket.
- ***If there are no receipts unfortunately we will not be able to reimburse you.***
- Expenses can only be claimed for travel to your volunteering opportunity, on the return journey, and in the course of volunteering.
- Expenses **must** be claimed back within the same academic term that they are incurred.
- You can of course choose to support the work of Action Tutoring by not claiming your travel expenses. The charity relies on grants and donations to support the work, and while we would not wish you to be out of pocket as a volunteer, you may feel you would like to support us further in this way, which would be much appreciated.

Action Tutoring will reimburse volunteers for reasonable expenses in accordance with the following policy guidelines:

### **FOR ALL EXPENSE CLAIMS, RECEIPTS HAVE TO BE PROVIDED.**

#### **Travel expenses**

The volunteer must ensure that the cheapest form of travel available was used. This includes the use of an Oyster card over paper tickets. (e.g. if travel was by train, the ticket should be a standard or a cheap day single/return, not a first class ticket).

- **All travel expenses are capped at a maximum claim of £5 per tutoring session (return journey).**
- **Tube Travel and Oyster Cards**  
Action Tutoring would expect that if you have an existing weekly/ monthly/ annual travel card that includes the areas you are travelling, that you do not need to make a travel expenses claim.  
If pay as you go is used or paper tickets purchased, Action Tutoring will reimburse within zones 1 and 2, unless the school you are travelling to is outside of zone 2. In order to claim using a pay as you go Oyster card, volunteers will need to request a journey statement printed from any London Underground office. This details the last 10 journeys (tube, bus or DLR) made on the Oyster card, and the costs of these journeys on pre-pay. Highlight the

journeys made to and from your volunteering venue.

**Bus or Train**

Please retain your bus or train tickets. If you are making a number of journeys during one day in relation to your volunteering it is often cheaper to buy a one-day bus or train pass.

**Petrol**

Reimbursed at 25p per mile and up to a maximum of 10 miles each way. You will need to document on your expenses claim form your start and end locations and number of miles claimed.

**Taxi**

Action Tutoring will not reimburse for taxi travel unless this has been agreed in advance and is due to extenuating circumstance.

### **How to Claim Your Expenses**

- Pick up and fill in the 'Action Tutoring Expenses Claim Form.' You can either request a member of staff to give you a hard copy, or email [hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk) and we will email this to you. Ensure to include your name, bank details, date and the name of the school you volunteered at.
- Collect receipts together, highlight the relevant totals, and attach them to the expenses form. If you are emailing your expenses form to us, please scan in your receipts and email us a copy.
- Return the form to Isabelle Tingle, Team Administrator: [hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk)  
Alternatively you can post your claim:  
Action Tutoring, 15<sup>th</sup> Floor, Tower Building, 11 York Road, London, SE1 7NX.
- Your claim will then need to be authorized. Payment will then be made directly into your bank account via BACS. This usually takes up to 2 weeks to process and clear in your account.

**For queries regarding expenses please contact us:**

**Email:** [hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk) or Phone: 02078034980