Volunteer Expenses and Equipment (Parish Volunteers)

**Volunteer expenses**

Although volunteering is unpaid, not paying expenses can be a barrier to volunteers on low incomes or with little spare cash. It could also put off volunteers who feel they should not have to contribute money as well as time.

**What expenses to cover**

You should reimburse any reasonable expenses incurred while volunteering. This might include, but is not limited to:

* travel (including to and from the place of volunteering)
* meals and refreshments
* care of dependents (including children)
* equipment such as protective clothing
* administration costs (such as postage, phone calls, stationery).

For expenses such as meals and refreshments, it may be useful to set a limit.

If a volunteer is disabled and has someone who supports them while they volunteer, you should pay expenses for that person too.

Payment of volunteer expenses that is more than out-of-pocket expenses [will be treated as taxable income](https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/volunteers-and-the-law/volunteering-tax-and-national-insurance/).

**How to pay expenses**

You should follow your PCC process for paying expenses. But make sure this works for your volunteers!

Think about how to make your process as easy as possible for your volunteers. For example, give all volunteers copies of your expenses form and what to do with it at their induction so they don’t have to ask for it. You could make it clear how soon you will pay expenses, so volunteers don’t have to worry.

**Volunteer expenses policy**

A volunteer expenses policy can be written into your volunteer policy and makes sure volunteers know your rules for expenses. This helps them avoid unnecessary costs.

You should share this policy with new volunteers when they join your organisation. It can form part of their induction or volunteer handbook if you have one.