

VOLUNTEER EXPENSE POLICY



Some simple rules for those volunteering with the Ellen MacArthur Cancer Trust when incurring out of pocket expenses in connection with the Ellen MacArthur Cancer Trust's business.

WHY DO WE NEED THESE RULES?

This policy is necessary to:

- Outline the most common volunteer expenses and provide guidance on what can and cannot be claimed.
- Provide a fair system of compensation for volunteers who incur personal expenses whilst volunteering for the Ellen MacArthur Cancer Trust.
- Ensure that volunteers are not either financially disadvantaged or advantaged because of genuine expenses.
- Remind volunteers that they should always be mindful that any money spent on expenses has been donated to the Ellen MacArthur Cancer Trust.

WHO IS REQUIRED TO FOLLOW THESE RULES?

This policy applies to all volunteers, incurring out of pocket expenses wholly, necessarily, and exclusively in connection with the Ellen MacArthur Cancer Trust's business.

If you encounter a situation which is not covered by the rules, or you are unclear how to interpret the rules in a particular case, then you **MUST** seek guidance from the Ellen MacArthur Cancer Trust's Chief Executive Officer ("CEO"). If the CEO is absent, or if you believe the CEO carries a conflict of interest, then you should seek guidance either from the Chair of Trustees or another Trustee.

The Board will decide on the appropriate course of action to be taken with regard to further reporting and any decision that needs to be taken.

VOLUNTEERING ON A TRIP

Volunteers who are **not in work, full time students and hospital/charity partner volunteers** (when accompanying young people from their hospital/charity group) can claim expenses in line with this policy.

We also want to make sure that volunteering with us is accessible to everyone regardless of their personal circumstances. As such we encourage those who wouldn't be able to volunteer otherwise to claim expenses.

TRAVEL TO/FROM A TRIP

We encourage volunteers to consider public transport when booking travel to reduce our impact on the environment. We ask that you consider the most cost-effective way to travel to undertake your role.

Public transport

Travel on public transport should always be the most reasonable economic method in standard class (off peak when possible) and booked in advance to secure the lowest price.

The only exception to standard class is single occupancy on the Caledonian Sleeper train, which should be used when it is cheaper than the cost of a hotel and flight or is particularly advantageous in terms of time.

If you have a Railcard we strongly encourage you to use it to reduce the cost of travel. Unfortunately, we are not able to cover the cost of a Railcard.

Mileage

If an individual is using their own vehicle to travel to/from a trip or event, mileage is paid at **35p a mile**. We will not pay for any fines or other motoring offences, and those using a vehicle to go to or from a trip or event location must ensure the vehicle is adequately insured for such purpose.

A volunteer should never use either their own vehicle (or one provided to that volunteer) **during** an Ellen MacArthur Cancer Trust trip or event.

Car parking

Largs trips: Largs Yacht Haven car park is free of charge and as such no expenses can be claimed.

East Cowes trips: East Cowes marina car park is free of charge as such no expenses can be claimed.

If travelling from the mainland, Lymington Yacht Haven (where we do boat delivery to/from) has free parking. If you are driving to your trip, we strongly encourage you to travel to Lymington to join the boat, to reduce the cost of parking/ferry travel to the Isle of Wight. We will not cover the cost of vehicle travel via the ferry to the Isle of Wight.

If there is no boat delivery, or circumstances mean you cannot make boat delivery, please contact the relevant Operations Manager or Volunteer & Team Development Manager to discuss options before making any purchases.

Covering the cost of alternative options is at the discretion of the relevant Operations Manager or Volunteer & Team Development Manager.

Trips based elsewhere: For most of our trips based outside of Largs or East Cowes, there is free parking onsite or at the respective marinas, so ordinarily no parking expenses can be claimed. If this is not the case, please contact the relevant Operations Manager or Volunteer & Team Development Manager to discuss options before making any purchases.

Flights

Air travel will only be reimbursed in the following circumstances.

- The travel is to/from Northern Ireland.

- The cost is significantly more economical than alternative travel and accommodation - the impact on the environment should also be considered when evaluating the economic benefit of air travel.
- There is no alternative transport available.

Any flight booking requires pre-approval from the relevant Operations Manager or Volunteer & Team Development Manager.

Taxis

We will only reimburse the cost of a taxi if there is no suitable and safe public transport alternative or there is an accessibility requirement for travel.

The definition of suitable and safe travel is at the discretion of the Ellen MacArthur Cancer Trust, but may include not travelling after dark, long waits for the next available service or significant additional travel time.

Ferry tickets

If you are travelling from Southampton to the Isle of Wight by the Red Jet hi-speed service or Red Funnel vehicle ferry (as foot passenger or with vehicle), please enquire with the relevant Operations Manager or Volunteer & Team Development Manager before purchasing as we may have cheaper tickets or alternative arrangements available.

TRAVELLING WITH YOUNG PEOPLE

Travel with young people will be arranged from a pre-determined pick-up point. It is the volunteer's responsibility to arrange travel to that point. Expenses can be claimed as per the above, or if an exception is met as per below. We will pay for onward travel with young people in advance.

We encourage all volunteers where possible to use public transport to get to their meet point for travel with young people. If suitable public transport is not available or would be more costly than travelling by car and paying for parking for the duration of your stay, the cost of parking may be claimed with agreement from the relevant Operations Manager or Volunteer & Team Development Manager in advance.

Exceptions

- Where a volunteer is not also joining the trip itself, they are entitled to claim for their return journey to home/pick up point.
- Travel delays - if there is a delay to travel which means tickets are no longer valid or an alternative mode of transport is required, the volunteer should contact us (via the travel WhatsApp group) to seek advice on buying alternative tickets. Where possible we will purchase alternative tickets/travel remotely. However, if a volunteer is required to buy alternatives this can be claimed in the amount of the most cost-efficient reasonable option.
- Exceptional circumstances - if you are asked to travel out of your way to travel with young people, you may claim expenses in line with the 'Travel to/from a trip' section of this policy. This requires pre-approval from the relevant Operations Manager or Volunteer & Team Development Manager. Any required accommodation for travel with

young people can also be reclaimed with agreement from the relevant Operations Manager/Volunteer & Team Development Manager.

Subsistence for young people whilst travelling

Young people should bring food for their outward journey, as such there should ordinarily be no need for a volunteer to buy food or drink for young people during travel.

Where travel delays mean a journey goes over a scheduled mealtime¹ not originally planned, a volunteer can claim expenses for food bought on behalf of young people. This should be agreed with the Ellen MacArthur Cancer Trust team member supporting your trip (via the travel WhatsApp group) before purchasing.

FOOD AND DRINK

We purchase all food and drink for trips in advance. Any additional food or drink required should be purchased using prepayment cards/petty cash held by the Skipper or Trip Lead and as such no additional food or drink expenses will be accepted.

VOLUNTEERING AT AN EVENT

The Ellen MacArthur Cancer Trust will make clear in all event briefings what expenses will be reimbursed for each event. Additionally, volunteers who are **not in work** and **full-time students** can claim expenses in line with this policy.

We also want to make sure volunteering with us is accessible to everyone regardless of their personal circumstances. As such we encourage those who wouldn't be able to volunteer otherwise to claim expenses.

TRAVEL

We encourage volunteers to consider public transport when booking travel to reduce our impact on the environment. We ask that you consider the most cost-effective way to travel to undertake your role.

Public transport

Travel on public transport should always be the most reasonable economic method in standard class (off peak when possible) and booked in advance to secure the lowest price.

The only exception to standard class is single occupancy on the Caledonian Sleeper train, which should be used when it is cheaper than the cost of a hotel and flight or is particularly advantageous in terms of time.

If you have a Railcard we strongly encourage you to use it to reduce the cost of travel. Unfortunately, we are not able to cover the cost of a Railcard.

Mileage

¹ Scheduled mealtimes: Breakfast: 7-9am, Lunch: 12-2pm, Dinner/Tea/Supper: 6-8pm

If an individual is using their own vehicle to travel to/from a trip or event, mileage is paid at **35p a mile**. We will not pay for any fines or other motoring offences, and those using a vehicle to go to or from a trip or event location must ensure the vehicle is adequately insured for such purpose.

A volunteer should never use either their own vehicle (or one provided to that volunteer) **during** an Ellen MacArthur Cancer Trust trip or event.

Car parking

Where possible please seek free parking. If free parking is not available, expenses will be reimbursed for the most reasonable economic parking available.

Flights

Air travel will only be reimbursed in the following circumstances.

- The travel is to/from Northern Ireland.
- The cost is significantly more economical than alternative travel and accommodation - the impact on the environment should also be considered when evaluating the economic benefit of air travel.
- There is no alternative transport available.

Any flight booking requires pre-approval from the relevant Operations Manager or Volunteer & Team Development Manager

Taxis

We will only reimburse the cost of a taxi if there is no suitable and safe public transport alternative or there is an accessibility requirement for travel.

The definition of suitable and safe travel is at the discretion of the Ellen MacArthur Cancer Trust, but may include not travelling after dark, long waits for the next available service or significant additional travel time.

Ferry tickets

When a volunteer is required to travel to/from the Isle of Wight, we will ordinarily send you a pre-paid ticket for the Red Jet hi speed service/Red Funnel vehicle ferry (foot passenger) to cover that journey.

FOOD AND DRINK

Where a volunteer is working at an event for more than five hours, over a scheduled mealtime² and food is not provided, food or drink should be purchased using an Ellen MacArthur Cancer Trust payment card.

² Scheduled mealtimes: Breakfast: 7-9pm, Lunch: 12-2pm, Dinner/Tea/Supper: 6pm-8pm

Where this is not possible, a volunteer can claim expenses for food with prior agreement with the Ellen MacArthur Cancer Trust's event lead. This should reflect that we are a charity, for e.g. a pub meal or Pizza Express type restaurant for an overnight stay.

If the food provided does not cater for specific religious/dietary needs, reasonable additional costs will be reimbursed.

OVERNIGHT STAYS

Ordinarily any accommodation would be booked and paid for in advance by the Ellen MacArthur Cancer Trust.

If this is not possible, pre-approval is required from your contact at the Ellen MacArthur Cancer Trust before any purchase can be made/claim can be accepted.

Accommodation should be safe and secure but reflect the fact we are a charity - a Premier Inn or Travelodge are good examples of what is considered reasonable.

HOW TO CLAIM EXPENSES

- Expenses must be claimed within three months, although should ideally be claimed as soon as possible.
- Complete a volunteer expense form - available at www.ellenmacarthurcancertrust.org/volunteer-with-us/i-am-a-volunteer
- Except for mileage claims, all expenses must be supported by a receipt, an invoice or other proof of expenditure. Credit card receipts are not appropriate on their own unless they contain details of items purchased.
- Return form and scan/photo of receipts by email to accounts@emcancertrust.org
- Reimbursement will be by electronic payment, so volunteers will need to provide bank account details.

We appreciate some volunteers may not be able to pay for anticipated expenses in advance. In these instances, please contact volunteer@emcancertrust.org as we may be able to pay the expense directly.

In the event you need the Ellen MacArthur Cancer Trust to pay for an expense out of office hours, please contact the on-duty phone number provided on any joining instructions.

If a refund for any expense (including delay repay compensation) is received this should be repaid to the Ellen MacArthur Cancer Trust, with an accompanying email to volunteer@emcancertrust.org to inform us of the payment.

BENCHMARKING

This policy has been benchmarked and cross-checked against the Ellen MacArthur Cancer Trust's Equality Diversity and Inclusion policy and will be benchmarked against the Sustainability policy when that policy is finalised and published. We believe it has a positive effect on our ability to comply with the Equality, Diversity and Inclusion policy.