**London’s Air Ambulance Volunteer Expenses Policy**

**What can I claim for?**

We are able to reimburse for out of pocket expenses that are incurred during the course of your volunteering.

Personal expenses that we can reimburse include:

**Travel** – We can reimburse travel expenses **up to** the daily Oyster card cap amount for travel between zones 1 - 6. As of February 2018 this is currently £12.50 per day.

If your journey exceeds this amount then please contact the Volunteering Coordinator in advance and unless prior authorisation is given your expenses will be capped at this amount.

**Petrol costs** – Where possible we encourage volunteers to use public transport but appreciate that this may not always be possible. If you are using your own vehicle we can reimburse 45p per mile and will require you to submit details of the journey made. There is not a cap on this amount but please consider the most cost effective method of transport where ever possible.

If you have mobility issues, please discuss this with the Volunteering Coordinator and we can help you to find the most appropriate method of transport.

**Food and refreshments** – We can provide **up to** £5.00 for food and refreshment expenses if you are volunteering over a usual mealtime. If you are unsure what you are able to claim for, please confirm with the Volunteering Coordinator.

**Other costs associated with your volunteering** – If you incur any other costs as a result of your volunteering such as purchasing essential equipment for your role, please ensure that you have discussed this with your supervisor before purchasing so that expenses can be authorised.

**Items that we cannot reimburse for**

We are not able to reimburse the cost of child care or other carers costs incurred during your volunteering.

Please discuss any other costs that you may incur with the Volunteering Coordinator.

**How do I submit a claim?**

Receipts and a completed Volunteer Expenses claim form will need to be provided for all expense claims and must be approved by the Volunteering Coordinator. **We cannot reimburse any expenses if there is no receipt provided with the claim form.**

We must have a copy of your paper travel card, or a print-out of your Oyster card journey which can be obtained from a ticket office or your online Oyster account. Please ensure that your receipt shows your journey as we cannot reimburse oyster card top ups without details of the journey.

Please ensure that expense claims are submitted within 3 months of being incurred.

**How do we pay expenses?**

Out of pocket expenses can be reimbursed via bank transfer and are usually processed weekly.

Expenses will be paid directly into your bank account so you will need to provide us with your bank details. If you are unable to receive expenses by bank transfer, or if the delay will cause you financial hardship, please speak to the Volunteering Coordinator.

For expenses under £20, we may be able to pay this by petty cash so please speak to the Volunteering Coordinator.

**Volunteering while on state benefits**

If you are receiving state benefits, the reimbursement of volunteer expenses does not affect your benefits. You must advise the Job Centre Plus that you are volunteering. If you require a letter from London’s Air Ambulance confirming your volunteer role, please speak to the Volunteering Coordinator.