2.4 Volunteer Reimbursement Policy

**Purpose**

To define <Insert Organisation Name>’s policy on the reimbursement of volunteers’ out-of-pocket expenses.

**Background**

<Insert Organisation Name> endeavours where appropriate to have volunteer representation from around the state. Volunteers should neither be expected to contribute financially nor be prevented from volunteering due to out-of-pocket expenses such as the cost of travel or accommodation.

**Policy**

By volunteering with <Insert Organisation Name>, volunteers assume significant responsibility in terms of time, expertise and endeavour. As a matter of course <Insert Organisation Name> does not offer compensation or remuneration to volunteers for these contributions. <Insert Organisation Name> will offer to reimburse reasonable expenses incurred by volunteers in connection with service such as meeting attendance and approved projects, not including loss of personal income.

Some claims may need to be negotiated in advance. Where a volunteer expects to incur considerable expenses in undertaking voluntary work, the nature and extent of the expenses should be discussed with the <Insert Position> and agreement reached before proceeding. Volunteers are encouraged to use the resources of <Insert Organisation Name> for stationery and other consumables. If volunteers need to use their own resources, such as for printing, their reasonable expenses will be reimbursed.

All claims for reimbursement should be accompanied by receipts.

1. The <Insert Position> will determine which activities associated with voluntary work will be eligible for reimbursement of expenses.
2. A reasonable budget will be allocated each financial year to cover anticipated claims.
3. Volunteers have the right to be informed of their entitlements regarding the reimbursement of legitimate expenses. This will usually occur at induction.
4. Maximum amounts for reimbursement of expenses incurred in voluntary work will be reviewed annually.

All claims for reimbursement, accompanied by receipts, are to be made on the approved Expense Claim Form within one month of the expenses being incurred.

**Responsibility**

This policy affects all volunteers; its application lies with the <Insert Position> and supervising staff.

**Standards**

1.1-1.4, 2.1-2.3, 3.4, 5.1, 5.3, 5.4, 6.1, 6.2, 8.1, 8.2

**Related Policies and Procedures**

* Volunteer Reimbursement Procedure
* Volunteer Induction and Orientation Policy and Procedure
* Risk Management Policy and Procedure
* Documentation and Records Policy and Procedures
* Volunteer Confidentiality and Privacy Policy and Procedure
* Volunteer Grievance and Dispute Resolution Policy and Procedure
* <Insert Organisation Name> Staff Grievance Policy and Procedure
* <Insert Organisation Name> Staff Confidentiality and Privacy Policy and Procedure

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |