Volunteer Reimbursement Policy

Policy



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| **Purpose** |
| To outline the need for accurate documentation and appropriate storage of documents involved in the delivery of services by volunteers. |

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| **Policy** |
| By volunteering with Click or tap here to enter club name, volunteers make significant contributions in terms of time, expertise, and endeavour. Click or tap here to enter club name does not offer compensation or remuneration to volunteers for these contributions; however, volunteers are able to claim reimbursement for reasonable out-of-pocket expenses. These out-of-pocket expenses could include, but are not limited to:* Police checks or Working with Vulnerable People checks
* Training expenses relevant to the volunteer’s role
* Expenses associated with travel and parking
* Expenses made when shopping for club supplies, as part of the volunteer’s role.

All claims for reimbursement should be accompanied by receipts.1. The General Manager will determine which activities associated with voluntary work will be eligible for reimbursement of expenses.
2. A reasonable budget may 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. Where possible, the Club will endeavour to avoid any volunteers from being out-of-pocket, and pay for training, checks and other items or services, to avoid volunteers having to pay for this.
5. Maximum amounts for reimbursement of expenses incurred in voluntary work will be reviewed annually.
6. All claims for reimbursement, accompanied by receipts, are to be made on the Volunteer Reimbursement Claim Form within one month of the expenses being incurred.
7. The Club will reimburse volunteers within one week upon receipt of the Reimbursement Claim Form.

Some claims may need to be negotiated in advance. Where a volunteer expects to incur considerable expense in undertaking voluntary work, the nature and extent of the expenses should be discussed with the General Manager and agreement reached before proceeding. |

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| Responsibility |
| This policy affects all volunteers; its application lies with Click or tap here to enter title of responsible person, e.g. Club General Manager, the Volunteer Coordinator and supervising senior volunteers. |
| Date of review |  |
| Date of next review |  |
| Reviewed by | Name |  |
| Title |  |
| Approved by | Name |  |
| Title |  |