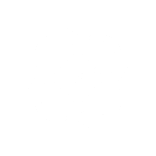
Volunteer Reimbursement Procedure

Procedure



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| **Planning for volunteering-related costs** |
| Each volunteer role and associated activities will be analysed for risk, including financial costs. All potential financial costs and relevant reimbursement will be communicated to the volunteer and communicated in volunteer inductions |

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| Approval and Administration |
| Where possible, volunteers must seek approval from the General Manager or supervising staff before incurring costs. The General Manager will advise the volunteer as to the method of purchase and reimbursement and provide a reimbursement claim form.  All claims for reimbursement, accompanied by receipts, or completed claim or travel forms are to be made on the approved Volunteer Reimbursement Claim Form within one month of the expenses being incurred.  The General Manager and Club Treasurer are responsible for all enquiries regarding reimbursement and will seek further clarification as needed from the volunteer and/or supervising staff to inform decisions regarding approval of reimbursements.  Concerns or disputes over reimbursement will be addressed in line with the Volunteer Grievance Policy and Procedure. |

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| **Travel** |
| Travel reimbursement for approved volunteer work with Click or tap here to enter club name may be offered to volunteers as part of their duties, for example bus fares or travel to and from home. Limits on weekly travel reimbursement will be covered during induction. |
| **Parking** |
| Reimbursement may be offered for parking fees covered above while working on site, or when the volunteer is off site doing work for Click or tap here to enter club name provided no suitable alternative parking is available. |
| **Service Delivery Resources** |
| Volunteers need prior approval from the Volunteer Coordinator or supervising staff regarding appropriate purchase or reimbursement procedures for items, which may include stationery and associated equipment. |

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| Application | | |
| 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 |  |