2.5 Volunteer Reimbursement Procedure

**Procedure**

All information regarding individual volunteers and their reimbursement claims will be kept confidential and stored in accordance with the Documentation and Records Policy and Procedures and Volunteer and Staff Confidentiality and Privacy Policies and Procedures.

**Planning for Volunteering-Related Costs**

Each volunteer role and associated activities will be analysed for risk including financial costs, and strategies will be developed in accordance with the Risk Management Policy and Procedure. All potential financial costs will be communicated to the volunteer and the Reimbursement Policy and Procedure covered in volunteer inductions.

**Approval and Administration**

Where possible volunteers must seek approval prior to incurring costs from the <Insert Position> or supervising staff. The <Insert Position> will advise the volunteer in accordance with organisation’s Petty Cash Policy and Procedure as to the appropriate method of initial purchase or reimbursement i.e. petty cash, reimbursement claim form or purchase requisition. The <Insert Position> is responsible for all enquiries regarding reimbursement and will seek further clarification as needed from the volunteer and/or supervising staff to inform decisions re approval of reimbursements. Concerns or disputes over reimbursement will be treated according to the Volunteer and Staff Grievance and Dispute Resolution Policies and Procedures.

Reimbursement claim form templates will be located in the shared drive. Once approved reimbursement will be effected in a timely manner.

**Travel**

Travel reimbursement for approved volunteer work with <Insert Organisation Name> will be offered to volunteers as part of their duties e.g. bus fares or petrol costs from the office to other sites of work. Limits on weekly travel reimbursement will form part of the volunteer involvement budget and will be covered during induction. Volunteers are encouraged to use company vehicles for voluntary work purposes; where volunteers have permission to use the vehicles they will be covered under <Insert Organisation Name>’s insurance.

**Parking**

Reimbursement will be offered for parking fees while working at the office, or when the volunteer is away from the office doing work for <Insert Organisation Name>, provided no suitable alternative parking is available.

**Service Delivery Resources**

Volunteers need prior approval from the <Insert Position> or supervising staff regarding appropriate purchase or reimbursement procedures for items such as stationery and associated equipment and entry fees to events and conferences.

**Application**

This procedure applies to all volunteers; its application lies with the <Insert Position> and supervising staff

**Standards**

1.1-1.4, 2.1-2.3, 5.3, 5.4, 6.1-6.3, 8.1, 8.2

**Related Policies and Procedures**

* Volunteer Induction and Orientation 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> Petty Cash 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 |  |