Staffordshire ASA

Volunteer Expenses Policy

1. Purpose

The purpose of this policy is to ensure that volunteers, committee members and officials are reimbursed for reasonable expenses necessarily incurred while carrying out authorised activities on behalf of Staffordshire ASA.

The organisation aims to ensure that individuals are not financially disadvantaged as a result of volunteering, while ensuring that funds are used responsibly and appropriately.

2. General Principles

Reasonable expenses may be claimed where:

· The expense was necessarily incurred when carrying out an authorised activity on behalf of the organisation.

· The cost is reasonable and represents good value for money.

· Receipts or other supporting evidence are provided wherever possible.

· The purpose of the expense is clearly stated.

· The expense has not been reimbursed from another source.

Where significant or unusual expenditure is expected, approval should be obtained from the Chair, Vice Chair or Treasurer in advance.

3. Mileage

Volunteers using their own car or van for authorised journeys on behalf of Staffordshire ASA may claim:

· 55p per mile for the first 10,000 miles in the tax year, 25p per mile thereafter.

· Reduced rates of 50% 27.5p per mile are available for volunteers travelling with athletes, with the cost rounded up if the mileage x claim = 0.5p

These reflect the HMRC Approved Mileage Allowance Payment rates for cars and vans for the 2026/27 tax year. [gov.uk], [gov.uk]

Mileage claims should include:

· Date of journey, start point and destination, Purpose of the journey, Number of miles travelled. Volunteers are responsible for ensuring that their vehicle is appropriately insured, taxed, roadworthy and suitable for the journey.

Parking charges and Toll fees should be agreed in advance with the Chair, Vice Chair or Treasurer.

Parking fines, speeding fines and other penalties will not be reimbursed.

4. Accommodation

Accommodation costs are not normally expected. However, should the need arise, they should be agreed in advance with the Chair, Vice Chair or Treasurer.

5. Meals and Subsistence

Refreshments and beverages are normally provided at events and therefore personal expenditure is not normally reimbursed. However, on the occasion that refreshments aren't provided then £5 can be claimed towards the purchase of food & drink.

Any other claim for meals and subsistence should be agreed in advance with the Chair, Vice Chair or Treasurer. Claims should be reasonable and supported by receipts.

Alcohol will not be reimbursed.

6. Other Expenses

Other reasonable expenses necessarily incurred while carrying out authorised activities may be reimbursed.

Examples could include:

· Postage and stationery

· Printing

· Equipment or supplies required for an event

· Other costs agreed in advance

Where there is uncertainty about whether an expense can be claimed, approval should be obtained before the expense is incurred.

7. Making a Claim

Expense claims should be submitted using Staffordshire ASA agreed expenses process and should include appropriate receipts or supporting documentation.

Claims should be submitted as soon as reasonably practical after the expenditure has been incurred.

The person approving an expense should not normally approve their own claim. Where the Chair or Treasurer is making a claim, it should be approved by another authorised committee member.

8. Responsible Use of Funds

Everyone claiming expenses is expected to remember that the organisation's funds should be used responsibly.

The intention of this policy is to reimburse reasonable costs actually incurred, not to provide volunteers with additional remuneration or financial benefit.

9. Exceptions

Any exception to this policy should be agreed in advance by the Chair, Vice Chair or Treasurer, as appropriate, and documented.

10. Review

This policy will be reviewed periodically by the Committee and may be updated to reflect changes to HMRC rates, legislation or the needs of the organisation.

Approved by: [Committee/Board Name]

Effective from: [7th Dec 2026]

Review date: [Dec 2027]

Policy owner: [Treasurer/Head of Governance]