

# **VOLUNTEER EXPENSES POLICY**

## **Introduction**

The company values its volunteers, and we want to ensure that there are no barriers to volunteer involvement. All reasonable out-of-pocket expenses incurred in the course of a volunteer's role, will be reimbursed, including expenses for travel. In order to claim expenses, an expenses form must be completed and handed into management. This process will also be explained during orientation process.

## **Scope**

This policy is relevant to all volunteers of the company.

## **Activity covered by this policy**

Any pre-approved involvement/activity as agreed between the volunteer and the management team.

## **What expenses will be paid for?**

- Travel to include bus, train, taxi/UBER or car (*car mileage will be paid at the current CRA travel/km rate.*)
- Volunteer stipend which covers the reasonable cost of food and beverages if volunteers have to travel as part of their role.
- Other expenses need to be agreed in advance with management in writing.

Where appropriate a valid ticket, receipt or copy of an invoice will need to accompany a claim for expenses.

## **Making a claim**

When a volunteer wants to make a claim they will need to fill out the attached 'Volunteer Expenses Form'.

Expense forms should be completed bi-weekly.

The Executive Director/CEO will be responsible for signing and authorizing payments for volunteer expenses.

When an expense form has been completed and authorized a payment will then be made to the volunteer through the company's designated payment process.

