

Expenses

A comprehensive Lymphoma Action expenses policy is available. Please ask your staff contact.

Volunteers must get prior approval for any expenditure in order to claim expenses.

As a volunteer, you can claim reasonable expenses associated with your volunteer activities on behalf of Lymphoma Action.

All travel expenses should be at the most economical cost e.g. train travel may be cheaper than claiming car mileage. Receipts must be provided, other than for mileage. If you couldn't get a receipt for any reason or have lost the receipt, please discuss with your staff contact whether this can be claimed.

Travel

Mileage is paid at 45p per mile (50p if a passenger is carried, for example, taking another volunteer to an event). Parking charges incurred whilst volunteering will be reimbursed.

Please note: any parking fine or other driving-related fines or expenses are the responsibility of the driver and will not be reimbursed by Lymphoma Action.

Other expenses

This must be discussed with and approved by your staff contact.

How to claim:

A record of mileage, together with any receipts and a completed volunteer expenses claim form is to be emailed to your staff contact. Payment will be made by bank transfer and you'll need to provide bank account details with your first expenses claim. You can email scanned or photo copies of your receipts, or send in the post to:

Carly Benton (Volunteering Development Manager)
Lymphoma Action
3 Cromwell Court
New Street
Aylesbury
HP20 2PB

You can find a copy of the claim form on the volunteer resources page under 'Your volunteering role'.