

## Volunteer expenses information

Volunteers can claim reasonable expenses associated with your volunteer activities in line with Lymphoma Action's Expenses policy. A copy of the full policy is available from your volunteer manager or the Volunteering Team.

You must get prior approval for any expenditure in order to claim expenses, and valid receipts must be provided, other than for mileage. However, you will need to record the total mileage of your journey. If you couldn't get a receipt for any reason or have lost the receipt, please discuss this with your volunteer manager.

### Travel expenses

- All travel expenses should be claimed at the most economical fare.
- Travel mileage is paid at 45p per mile (50p if a passenger is carried, for example, taking another volunteer to an event).
- If you are claiming for motor travel expenses, you must hold a valid UK full driving licence, vehicle tax, insurance, and MOT for vehicles over 3 years old.
- Parking charges whilst volunteering will also be reimbursed.
- Documentation must be provided for parking charges paid by phone as well as journeys via Oyster card. You can do this by downloading receipts from your online account, where applicable. (Please note that top-ups cannot be claimed.)

Lymphoma Action reserves the right to reimburse the price the journey would have cost, where another form of travel would have been lower than what is being claimed. For example, train travel may have been cheaper than claiming car mileage.

**Volunteers are responsible for paying any parking or speeding fines incurred during their volunteering. These are not covered under Lymphoma Action expenses claims.**

### Other expenses

These may include staying overnight or claiming subsistence, such as refreshments, in relation to your volunteering.

Other expenses related to your volunteering must be discussed with and pre-agreed by your volunteer manager.

## How to claim expenses

Claims can be made using our expenses claim form found on the volunteer resources hub [here](#). You'll need to email a copy of the receipts to your volunteer manager or send these in the post to:

Volunteering Team  
Lymphoma Action  
Unit 3  
Bell Business Park  
Smeaton Close  
Aylesbury  
HP19 8JR

Payment will be made by bank transfer, so you'll need to provide your bank account details with your expenses claim. There is an option on the form to confirm that you're happy for Lymphoma Action to store your bank details for future expense claims.

We collect this information in order to process your expenses claim only. If you have given us permission to keep your details for future claims, these will be stored within our secure database. You can ask for this information to be removed at any time and they will be deleted once your volunteering with the Charity ends.