How to claim back expenses

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Please submit your expenses within one month of expenditure

1. Download the Volunteer Expense Form from either the email sent to you by the Volunteers Team, or from the Volunteer Hub.

2. Complete the expense form detailing each expense.

3. Send the completed expense form to the Volunteers Team along with scans or photos of each receipt.

4. The Volunteers Team will upload the claim on to the finance system for payment.

Expenses Policy

We are committed to offering you out-of-pocket expenses necessarily incurred in your role. You have volunteered your time to support our work and we do not want you to be out of pocket as a result of your volunteering. We are happy to reimburse your out-of-pocket expenses so please keep all your receipts in order to claim what is due to you.

You are able to claim reimbursement for your travelling costs to and from your place of volunteering and other costs incurred in your role.

Examples include:

- Travel cost from your home (and return) to attend or support: A training or induction event, a holiday location, or another type of event.
- You are able to claim reimbursement for a lunch, something like a sandwich and a drink, when you are volunteering at an offsite event. There is an upper limit of £10.
- If staying overnight to attend an event your accommodation costs can be covered by Dementia Adventure but we ask that you choose the most economical option. Please confer with the Volunteers Team before booking accommodation. You are able to claim reimbursement for breakfast with an upper limit of £10 as well as an evening meal with an upper limit of £20 (if not included with your accommodation).
- When volunteering to support a holiday, we do not charge volunteers for accommodation, food or holiday activities.