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Befriending Volunteers Expenses Information Booklet



www.befriends.org.uk

Scottish Charity Number SC02265

About Expenses

We wish there was no set restrictions on the amount a volunteer can spend on each outing with their young person. Unfortunately we are restricted by our budget and due to these restrictions Youth-Link has had to set a maximum of £18.00 per outing (if you befriend more than one child and take them out together there is an extra allowance of £9.00 per young person).

Expenses are paid on a per outing basis. This means that if an outing is cancelled or missed (for any reason) the expenses from this outing cannot be carried forward or used to supplement future outings.

Unfortunately due to restrictions applied by funders, we are unable to cover the cost of gifts, toys, clothing etc purchased for the young people as funding is given for outings, snacks & travel only. We understand that on special occasions such as birthdays or Christmas, volunteers may wish to do an extra special outing that may cost more than the maximum outing amount. In this case volunteers can negotiate an extra allowance with a member of staff prior to the outing taking place.

Expense claim forms are available on request and claims should be submitted on a regular basis (at least monthly).

It is extremely important that volunteers keep receipts where possible for any expenditure during outings as we require them for the end of year audit and for submission to funders. All receipts should be attached with the expense claim for and returned to Youth-Link.

Payment will then be issued by preferred method either by cheque or directly into a specified bank account.

What can be claimed

Travel: Bus fares & fuel costs for volunteers and young people related to BeFriends activities.

In town fuel is paid @ 20p per mile up to a maximum of £5.00.

If you are planning an out of town trip, fuel costs must be negotiated with a member of staff prior to the outing taking place.

Fees: Entrance or activity fees, hire of equipment for volunteers and young people.

Food: Light refreshments such as juice, crisps, confectionery etc. An occasional meal instead of an activity for volunteers and young people.

Postage: All postage and correspondence costs related to BeFriends.

What cannot be claimed

- Expenses incurred during outings which are not related to BeFriends.
- The purchase of gifts, clothing, toys etc.
- Expenses incurred during an outing for a volunteer's own child or children.
- Expenses incurred during an outing which exceeds the maximum outing amount and has not been previously negotiated with a member of staff.
- Out of town fuel costs which have not been negotiated with a staff member prior to the outing or in town fuel costs exceeding the maximum allowance.