



Volunteer Expenses Policy

Purpose

This policy is intended to provide a clear set of rules for all volunteers to ensure that volunteers are aware of the circumstances in which incurred expenses will be reimbursed.

Why we have this policy

Volunteers are an integral part of maintaining the work that the Huddersfield Literature Festival does every year. We are grateful to the time given to us by these individuals for free and those who choose to meet incidental expenses at no cost to the Festival. We are a not-for-profit organisation and without the valuable contributions made by Volunteers we would not be able to deliver such a high quality, varied programme of events each year.

Our approach to reimbursing expenses is on a discretionary basis to ensure that Volunteers are not left out of pocket in order to help us deliver these activities. All expenses must be agreed in advance and are approved by the Festival Director based on the available budget and assessment of the volunteer's own needs.

Details

- All volunteers must claim expenses by completing the Volunteer Expenses Claim Form.
- Only expenses submitted on the relevant form and correctly authorised will be reimbursed.
- Forms are available from the Festival Manager who will authorise completed claims alongside the Festival Director
- All claims should be made within 2 months of expenses being incurred
- Only actual costs incurred can be reimbursed, expenses do not represent a reward or compensation for loss of time
- Any activities likely to incur expenses should be authorised by the Festival Manager or Director in advance
- Where possible all expenses should be kept to a minimum (e.g. standard class not first-class travel, and sharing of taxis where appropriate)
- We can accept no liability for expenses that result from activities not agreed beforehand.
- In certain circumstances, deemed appropriate by the Festival Director and Manager, hardship funds for the cost of childcare or other costs incurred may be approved by request up the sum of £30.

Examples of expenses that are eligible for reimbursement include:

- Travel to events where individuals are expected to perform volunteering duties, as and when deemed appropriate
- Taxi fares for volunteers to return home after a late night event (after 10pm) up to a maximum of £15
- Travel and parking of a Volunteer's own transport (car) will be reimbursed on a case by case basis, but if deemed necessary we adhere to the Inland Revenue recommended pence per mileage.
- If refreshments are required during an event (volunteering during the pop-up shop etc.) food and drink will be provided, usually by us, unless agreed beforehand.

**This policy will be reviewed annually by the HLF Steering Group
Review Date May 2019**