

BMC Volunteer Expenses Policy

INTRODUCTION

The BMC recognises the enormous contribution that volunteers make through the gift of their time and wants to ensure that there are no barriers to volunteer involvement. Therefore, reasonable out-of-pocket expenses incurred in the course of a volunteer's activities, will be reimbursed, including expenses for travel.

In order to claim expenses, an official BMC [Volunteer Expenses Form](#) must be completed and emailed into the Finance department: accounts@thebmc.co.uk

All BMC staff and volunteers are asked to consider value for money when making travel arrangements in particular, including considering whether tele- or video-conferencing solutions are more cost effective. Likewise, considerations should be given to car-sharing, advance booking, use of cheap-day-return tickets and other mechanisms to reduce overall costs for the BMC, and ultimately to BMC members.

PURPOSE

The purpose of this policy is to inform all volunteers of the BMC's policy on personal expenses and the processes involved in reimbursement.

SCOPE

This policy applies to all BMC volunteers claiming expenses directly from the BMC.

VOLUNTEER EXPENSE FORM

Out of pocket expenses should be claimed on the BMC Volunteer Expense Form where expenses should be itemised in sufficient detail to allow review and must be accompanied by an original itemised VAT (sales tax) receipt or till receipt. 'Card' receipts for credit or debit card transactions are not acceptable. Electronic receipts are acceptable.

Only the actual expense occurred on approved BMC business can be claimed.

The form should be completed electronically, where possible, to ensure all calculations are correct. The form contains formulas; therefore please input the appropriate amounts into the sheet as the mileage rate and the total amount will then be calculated automatically.

Hand written claims should be completed in block capitals.

Please take time to complete the form clearly and accurately – errors and queries will delay reimbursement of the claim.

The completed form is to be emailed into the Finance department: accounts@thebmc.co.uk

Expense claims must be submitted **within 3 months** of being incurred to be eligible for reimbursement.

All claims will be paid via bank transfer; therefore volunteers must ensure that the bank details section on the claim form is complete. It is the volunteer's responsibility to provide the correct details.

Claims will be processed as soon as possible. However, as each claim needs to be authorised by relevant staff, time needs to be allowed for staff being away from the office for work or personal reasons.

TRAVEL

Public transport – Train, bus, ferry, etc.:

Claims for the use of public transport should be at the cheapest possible rates, supported by a receipt. Receipts should be itemised ('card' receipts are not accepted), and electronic receipts are accepted.

Volunteers are strongly urged to take maximum advantage of discounted fares where they are available (e.g. holders of senior or young person's railcards, use of 'saver' tickets, advanced booking of travel, etc.). Taxis should only be used if other forms of transport are unavailable or if cost effective (i.e. the taxi can be shared with other members or volunteers) and receipted.

Car

Mileage Allowance:

The BMC reimburses volunteer car users who use their own vehicle on a casual basis at the rate of 32p per mile.

Car Parking:

The BMC reimburses volunteer car users for the cost of parking their car at the location of their volunteering. Volunteers are encouraged to consider the use of car parks that provide the best value for money for the length of stay required.

Personal Vehicle Use:

If you use a personal motor vehicle, you are responsible to ensure that your vehicle insurance extends to cover volunteering activities, and that you have a valid driving licence and roadworthy vehicle. The BMC accepts no liability where journeys are undertaken without satisfying these criteria.

Exclusions:

The BMC will not be responsible nor pay for any fines or penalties incurred whilst working on BMC business. This includes fines for speeding, parking, congestion charge offences, railway penalty fares and any other type of travel offence.

Air Travel:

All flights, irrespective of how booked, will be at Economy Class.

Travel choices:

You are encouraged to consider the cost effectiveness and the environmental implications of your travel choices:

- Train, tube or trams should always be used where available, safe and practical
- Buses are greener (and cheaper) than taxis
- If a car or taxi journey is unavoidable consider sharing, if possible
- Car hire is not eligible

OVERNIGHT ACCOMMODATION & SUBSISTENCE

Accommodation:

Volunteers may claim necessary hotel accommodation only with specific prior agreement, and should ensure that they take advantage of special rates available to the BMC and obtain receipts.

On those occasions where it has been agreed with the BMC that overnight accommodation on BMC business is necessary, the BMC will book appropriate accommodation. There is a maximum allowance of £50 per night. [There is a maximum allowance of £100 per night for competitions in London]

Where possible it is recommended that volunteers stay with other volunteers or utilise the mountaineering (club) hut network.

Subsistence:

Reasonable expenses for meals will be refunded provided that original VAT/sales tax receipts or till receipts are attached to the claim form. Credit card receipts cannot be accepted as an alternative to VAT/sales tax receipts for such expenses.

Breakfast - The cost of breakfast may be claimed up to a limit of £6 if the volunteer is required to leave home prior to 6.30am to attend a meeting on BMC business that day and has therefore been unable to take breakfast.

Lunch - Where necessary, for example a full day BMC business meeting where refreshments are not provided or when official BMC business requires that a volunteer is volunteering all day and will not be home before 5pm, lunch may be claimed with a limit of £7.

Evening meal - Where it has been necessary to stay overnight on BMC business, or when official BMC business requires that a volunteer is volunteering beyond 8pm in addition to a full day of volunteering, the maximum expenditure for an evening meal including beverages is £20. Alcohol is not covered.

Groups - Claims for subsistence on behalf of a group of members will be accepted if the claimant notes the names of the members in attendance on the reverse of the original receipt. If the cost is divided equally between the group, each claimant should provide a receipt to the total amount of their part of the final bill.

International Travel - the total daily allowance will be up to a maximum amount of £50 per day (country dependent). This is for Breakfast, Lunch and Evening Meal. Receipts will be required for all expenditure.

The costs of any alcohol, bar drinks, minibars, pay-to-view films or additional services (e.g. use of gym, hairdressing etc.) are not allowable.

ADDITIONAL INFORMATION:

Receipts - Original VAT/sales tax receipts that show itemised expenditure should be provided to support expense claims. 'Card' receipts for credit or debit card transactions are not acceptable. Electronic receipts are acceptable.

Expenses, other than those mentioned herewith will only be reimbursed if they have been agreed in accordance with the BMC and are fully receipted.

Guidelines for speakers claiming expenses should be agreed with the relevant member of BMC staff prior to engaging the speaker in BMC activities. Speakers are usually eligible to claim travel expenses only.

Volunteers may only claim for the exact amount spent, they cannot claim the full allowance if it was not spent.

The BMC staff responsible will seek authorisation from the CEO for any departure from the above guidelines.