

Volunteer Expenses Guidance

**Introduction**

As a volunteer with Dorset Fire and Rescue Service you should not be out of pocket due to your volunteering activities with us.

Therefore we have created a procedure for you to claim back various expenses at rates that are reviewed annually.

We would actively encourage you to claim any out of pocket expenses. This will provide us with accurate data that will allow us to evaluate the effectiveness of our volunteer scheme.

**What can be claimed?**

In your role as a volunteer with DFRS you may claim reimbursement for:

* Travel expenses to and from your home address and any additional mileage completed whilst undertaking activities associated with your volunteering.
* The cost of any telephone calls made in the course of your volunteering.

Receipts will be required in support of claims unless good reason can be given as to why a receipt was unobtainable.

The current rates that can be claimed are detailed at the end of this document.

**How do I claim?**

Claims will only be reimbursed if they are submitted on Dorset Fire and Rescue Service form number DFRS 229.

The form is available from the Volunteer Coordinator. Once the form has been completed return it to the Volunteer Coordinator who will check it, approve it and submit it for payment.

Claims should be submitted on a monthly basis. Each monthly claim should be submitted on a separate form. Claims that are more than three months old will not normally be paid.

**How will I be reimbursed?**

The normal method of payment is for a cheque to be sent to your home address. If this arrangement does not suit your personnel circumstances speak to the Volunteer Coordinator who may be able to arrange alternative arrangements with our finance department.

**How much can I claim?**

You can reclaim costs that you incur up to the following rates. These rates are set by HM Revenue and Custom and are revised on an annual basis. These are the maximum amounts we can reimburse you without you incurring a tax liability for the payment.

The rates for 2012/13 are:

Travel

* Mileage is reimbursed at 45p per mile
* Where public transport is used the actual expenditure incurred will be paid

Telephone calls

* Telephone calls will be reimbursed at the rate of 10p per minute. If possible, please attach a copy of your telephone bill.

Please be mindful of the fact that you can only claim for reimbursement of expenses incurred whilst volunteering and wherever possible you should try to minimise costs. For example share transport whenever possible or use public transport if it is the cheapest option.