

Volunteer Expenses Policy

Introduction

FC United recognises the essential role played by volunteers in all aspects of club activities. As part of our commitment to being inclusive we do not expect people who volunteer to be out of pocket.

This policy sets out the expenses that can be claimed and the procedure for doing so.

Definitions

Volunteer – A volunteer at FC United is someone who is registered with the club, who gives their time, free of charge.

Policy

Expenses will be reimbursed only when they are approved in advance by the Club Secretary or General Manager (referred to below as 'designated staff') in accordance with this volunteer expenses procedure.

Procedure

Transport Costs, FC United encourages volunteers to use public transport whenever possible:

1. Bus/ tram/ train tickets to cover out of pocket transport costs to Greater Manchester. FC United reserves the right to reimburse up to the value of the cheapest method of public transport.
2. Where public transport cannot be used car mileage allowance is £0.25p per mile.
3. Car parking fees incurred in the course of volunteering will be refunded but where possible volunteers are expected to identify free or low cost parking.
4. FC United reserves the right to only reimburse out of pocket transport cost for journeys within Greater Manchester.
5. Taxi fares will be met only where the use of public transport is not practical or a volunteer has mobility difficulties.
6. The cost of unavoidable overnight stays in bed and breakfast/hotels will be reimbursed where such a stay is needed, for example to attend training. Expenses for overnight stays MUST be agreed beforehand with the designated staff.
7. Volunteers can claim reimbursement of money spent on stationery, postage and phone calls undertaken on behalf of the organisation. This does not include calls made by mobile telephones. Any such spending must be approved by in advance by designated staff
8. Receipts must be provided for all expenditure including car-parking tickets and train tickets. The appropriate expenses form must be completed and signed and given to designated staff for countersignature. It will then be passed on to Finance for processing.
9. If you feel that this policy is being breached you should report your concerns in line with FC United of Manchester's grievance procedure.