



Approved at AGM Feb 2006

Reimbursement of volunteer's expenses

Introduction

This policy presents guidelines in regard to volunteers' expenses when on duty on City Synergy activities

The policy has the following principles:

- To ensure prompt and proper reimbursement of expenses due to volunteers
- To enable volunteers to plan their availability
- To maintain an open, consistent and accountable approach
- To enable City Synergy to monitor and evaluate its outgoings in the deployment of volunteers

This policy should be read in conjunction with the volunteers' policy committing City Synergy to reimburse any necessary out of pocket expenses incurred by volunteers when undertaking their duties. Wherever possible reimbursement will be made on the day.

Management of Policy

The policy will be managed by the volunteers' co-ordinator in liaison with the treasurer of City Synergy and accountable to the management committee. Volunteers should notify the volunteers' co-ordinator in advance of their availability.

On some activities a particular number of volunteers may be needed in order to enable members to participate. Where this

number is exceeded the Volunteer's Co-ordinator will decide which volunteers are required on the basis of first come, first served. Volunteers not required to be on duty at an activity may choose to attend as honorary members paying the same cost as full members

1. Walks and other outings

Walks leaders and other volunteers "on duty" will be entitled to full expenses including bus and other fares, entrance prices and the costs of a drink or ice cream,

2. Sporting activities

Volunteers involved in organising, officiating, guiding or otherwise supporting to/from or at the venue will be entitled to expenses as above. N.B. This does not prevent the volunteer from participating.

Non-participating members involved in organising or officiating will also be entitled to travel and other expenses.

3. Cinema, Theatre and other shows

Those volunteers attending to act as guides to members will usually be requested to contribute 50% of the price paid by members.

4. Meals

Where a meal is available to members at a discounted price, "on duty" volunteers will usually be requested to contribute 50% of the price paid by members.

Notes

- These arrangements to apply unless otherwise notified
- Volunteers are strongly encouraged to claim their expenses
- Policy to be reviewed after six months and thereafter annually