60 Newmarket Street, Grimsby, North East Lincolnshire, DN32 7SF
Telephone: 01472 269666 Website: www.foresight-nelincs.org.uk

Volunteer Support Worker Travel Expenses Policy

Volunteers, if they wish to do so, may claim for any travel expenses incurred in pursuance of Foresight business at the current rate approved by the Board. The reimbursement of expenses is to help meet our commitment to offering equal opportunities to all, expenses incurred as part of the volunteer activity should be reimbursed.

Travel expenses can include:

- ✓ **Fuel -** Foresight reimburses 40 pence per mile for every journey made to a Foresight centre, from home to the centre and back to a maximum cost of £5 per day.

- ✓ **Bus Fares –** Foresight reimburses the full bus fare to and from each journey made to a Foresight centre.

  - ❖ If the volunteer chooses to purchase a Stagecoach weekly rider, to receive the full cost, the volunteer must attend the centre and support for over 15 hours on three separate days over the seven day period.

  - ❖ In the event of the volunteer not attending the centre to support for the required hours or days, but still purchasing a Stagecoach weekly rider, expenses will be paid based on the following:
    - ▪ The cost of the weekly rider ticket divided by 5, multiplied by the number of days the volunteer has supported within the centre.

- X **Taxis –** Foresight will not reimburse taxi fares as this is too costly to the organisation.

When filling in the expense form please ensure that the relevant receipts and the correct amount of miles are provided with this claim form as incorrect information could result in the delay of reimbursement.

Please ensure all forms are signed and dated before returning to Foresight.

Please allow 7 days for expenses to be reimbursed from the date returned to Foresight.

Please do not photocopy these forms at home as they are updated on a regular basis, if you require more copies please call Foresight and we will post out directly.

This information is also available in other formats, languages and picture format upon request.