

Volunteer Expenses Policy			
Status:	Published	Version:	2
Audience:	ADCH Trustees and Volunteers		
Owner:	Governance Committee	Author:	Volunteer Manager, ADCH
Date Approved:	21/09/23	Next Revision Date:	21/09/25

1. Introduction

ADCH is a registered charity with limited funds. These funds are to be used solely for the promotion of the objects of the charity as enshrined in the ADCH Constitution (clause 3). Expense claims must be reasonable, justifiable and made honestly and accurately.

2. Application

2.1. This Policy applies to all individuals acting in a voluntary capacity for the ADCH Volunteers, specifically:

- a.** Trustees of ADCH
- b.** Sub-Committee members
- c.** Assessors (as appointed by the Standards and Animal Welfare Committee)
- d.** Any other volunteer as appointed by staff members of the ADCH or its Board of Trustees

2.2. Individuals who are employed (in any capacity) by a Member organisation with a gross annual income exceeding £1m are not entitled to claim expenses from the ADCH.

2.3. A volunteer from a Member organisation with a gross annual income exceeding £1m who is struggling to claim expenses back from their employer may seek special dispensation to claim expenses back from the ADCH from the Chair of Trustees. This will be confirmed in writing and shared with the individual responsible for approving the volunteer's expenses (see 4.2).

2.4. A separate Expenses Policy applies to staff directly employed by or seconded to the ADCH.

3. Policy

3.1. Expenses will only be reimbursed if they are incurred exclusively and necessarily for ADCH and the pursuit of its objects as enshrined in its Constitution (clause 3).

3.2. Only actual out-of-pocket expenses will be reimbursed.

3.3. Expenses may be claimed towards:

a. Travel Costs: In all cases, the most cost-effective method of transport should be used.

i. Private Vehicles: Expenses reimbursed in line with current HMRC mileage guidelines (correct as of time of policy approval):

Vehicle	Rate Per mile
Car/Van	£0.45
Motorcycle	£0.24
Bicycle	£0.20

ii. Public Transport: Any use of public transport incurring an expense over £50 should be agreed with a staff member or Trustee in advance. First-class and business-class travel should only be used when it is more cost effective than standard-class.

iii. Hire Cars and Taxis: Hire cars, taxis or any other rental of a vehicle should only be used when all other reasonable options for travel are unavailable. Any rental or hire over £50 should be agreed with a staff member or Trustee before the expense is incurred.

iv. Car-Pooling: If a volunteer is carrying another volunteer in their vehicle who is also on a journey eligible for ADCH expenses then an additional 5p per mile will be expensed to the driver of the vehicle.

b. Food and Drink

i. Expenses for food and drink may be claimed when a volunteer is acting on behalf of the ADCH (including travel time) for over 4 hours.

ii. Food and Drink may be expensed up to a limit of £15 for any period up to 10hrs, and £25 for up to 24hours.

iii. Alcoholic beverages cannot be expensed.

c. Overnight Accommodation: budget hotels should be used wherever possible.

i. Up to £150 within the M25

ii. Up to £120 outside the M25

d. Sundry items purchased to deliver the work of the ADCH. Any item purchased in excess of £15 should be agreed with an ADCH staff member or Trustee in advance.

3.4. Expense claims submitted in relation to a specific piece of ADCH business (e.g. attendance at a meeting; or carrying out an external assessment) should not typically exceed £250. Where expenses incurred are likely to exceed this value or where an individual expects to incur expenses at a lower level on a regular or recurring basis, the individual should first consult with and seek the authority of the Treasurer, the Chair of Trustees or the Chair of the relevant committee commissioning the work. There should also be consideration as to whether the level of expense likely to be incurred could reasonably be reduced in part or entirely, for example by attending a meeting by telephone link rather than in person.

4. Claims

4.1. Expense claims should be made as soon as possible. Any expense claim submitted more than three months after incurring the expense will not be reimbursed.

4.2. Expense claims should be submitted to the following individuals for approval:

a. Trustees: submit expense claims directly to the ADCH Bookkeeper (bookkeeper@adch.org.uk) or Treasurer (treasurer@adch.org.uk)

b. Committee members: submit expense claims to relevant Committee Chair.

c. Assessors: issue expense claims to the Volunteer Manager (michelle@adch.org.uk)

- d. Any other volunteer as appointed by staff members of the ADCH or its Board of Trustees: submit expense claims to commissioning party member.
 - e. In cases where a conflict exists for approval (e.g. A committee chair needing approval expenses they have incurred on committee business), claims should be submitted directly to the Bookkeeper (bookkeeper@adch.or.uk).
- 4.3. Expense claims should be submitted using the Volunteer Expense Claim Form with relevant evidence (e.g. receipts, tickets) attached.
- 4.4. On receipt of the expense claim, the approving party will either authorise the payment of the expense or reject the claim, informing the claimant of the outcome and citing the reason for any rejection as informed by the Volunteer Expenses Policy. Authorised claims will then be submitted to the Member and Administration Manager for payment.
- 4.5. Payment of expense claims will usually be made by BACS and within 28 days of approval.
- 4.6. No claimant may approve or authorise expenses payments to themselves.

5. Publication and Review

- 5.1. This Policy shall be approved by the Board of Trustees and included within the Governance Framework.
- 5.2. This policy will be made available to all ADCH Volunteers.
- 5.3. The Policy shall be reviewed on at least a biannual basis by the Governance Committee.

Version History

Version	Changes Made	Date	Made by
1	First Release	23/09/2019	ADCH
2	Rewrite of: Threshold, rates and approval process in light of Cost of Living Crisis.	06/06/2023	ADCH
2	Updated email and name to reflect ADCH staffing changes.	19/06/2025	ADCH