



Volunteer Reimbursement Policy

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Version Control

Contact name	Role / position	Version number	Date	Review date
Kate Scholl	Volunteer Development Coordinator	1	Jan 2009	Jan 2010
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Policy Statement

The St Vincent de Paul Society NSW will reimburse pre-approved* out of pocket expenses incurred directly as a result of undertaking designated volunteer work.

**"Pre approved" allows for the service, Centre or conference to make its own decision on whether this option is available, as well as for whether the volunteer or member chooses to claim.

1. Background

Volunteers, including members, in the St Vincent de Paul Society NSW have not usually requested reimbursement for out of pocket expenses incurred while undertaking volunteer work, including car and telephone expenses.

The impact of this financial burden on volunteers has long been recognised and arrangements are in place to reimburse. The Society has a duty of care to its members and volunteers to ensure they are not disadvantaged by their volunteer service.

This policy and guidelines enable councils, committees and conferences across the State to make appropriate decisions for the particular situations of their volunteers.

The practice of reimbursing volunteers expenses:

- Allows the Society to document more accurately the costs of delivering its services, and
- Ensures people are not financially disadvantaged because of the cost of their work for the Society.

2. Guidelines

Budget allocation

- Each local Centre, service, conference or council has a travel budget for volunteers. Reimbursements can be drawn from this budget line.
- Additional budget lines will need to be included for expenses other than travel.

Prior Approval

- Volunteers must be given approval from their supervisor (*e.g. Centre Manager, Special Works Manager or President of Conference, or Council*) prior to incurring out of pocket expenses they expect to have reimbursed.

Informing Volunteers

- Volunteers will receive information through their Regional or Central Council.
- Reimbursement policy and guidelines will be outlined for new volunteers as deemed appropriate by the council, committee or conference.

Reimbursement Forms

- Reimbursement Forms will be available in both hard copy and electronically.
- Claims may be lodged electronically with approval accepted by email.

Confidentiality

- Reimbursement processes between the Society and a volunteer will be undertaken sensitively to ensure the privacy of those making a claim is protected.

Expenses Included for Reimbursement

The following out of pocket expenses, if pre-approved, can be claimed:

- Vehicle kilometres for use of private vehicle for Society work
 - Society standard rate per kilometer which will be reviewed annually;
- Road toll charges incurred while undertaking Society work;
- Public transport fares;
- Society work telephone calls;
- Meal expenses when away from home on Society work, if a meal is not provided
 - Maximum claim per day is \$60 (3 meals); and/or
- Other expenses incurred as part of Society work.

Administrative Process

- No reimbursement claim will be paid without a signed claim form lodged by the volunteer with all receipts attached.
- The claim form (sample available from State Support Centre) must include:
 1. The name, address and contact details of the volunteer seeking reimbursement;
 2. The purpose and the date of the travel or expense (e.g. the initials of the person visited for assistance); and
 3. Approval by the Centre Manager, Special Works Manager or President of Conference, or Council of the volunteer activity.

And in the case of mileage reimbursement:

4. The distance travelled and
5. The size of the vehicle.

3. Addendum

Private Mileage Use

The recommended mileage rates for reimbursement of travel for members and volunteers:

- a. Small vehicles (up to 3 litres) 30 cents per km.
- b. Large vehicles (above 3 litres) 50 cents per km.

The above rates are subject to periodic review.

Please note: These rates apply to volunteers and members only. Employees will be reimbursed at the relevant award rate.

See Attachment (below): Volunteer Reimbursement Form.

St Vincent de Paul Society Volunteer Reimbursement Form

Name _____ Date _____

Address _____
Suburb _____ Post Code _____

Volunteer Position _____

Mileage for kilometers traveled in your vehicle in order to perform your volunteer work for the St Vincent de Paul Society. **Budget code: 3920**

Size of engine of vehicle used (*tick one*): _____ Up to 3 litres _____ Over 3 Litres

DATE	Total KMS	Purpose
TOTAL KMS		

Receipts or copies for other expenditure to be claimed **MUST** be attached:

Transport /Tolls for travel in your vehicle or on public transport in order to perform your volunteer work for the SVdP (**Please attach receipts**) **Budget code: 3920**

DATE	Amount	Purpose
TOTAL		

Telephone 3970 / Meals 3920 /other expenses (**Please attach receipts**)

DATE	Amount	Purpose
TOTAL		

Volunteer's signature _____ Date _____

Person authorising the claim of expenses for Volunteer

Cost Centre _____ Approved _____ (Print Name)

Authorising Signature _____ Date _____

Office use only

Total amount reimbursed \$ _____ Date _____

If applicable: Cash Received by _____ Date _____

Signature