

Air Ambulance Northern Ireland

Volunteer Expenses Policy

Updated: November 2020



We want to make sure as many people as possible can volunteer for us as needed. No one should miss out because they can't afford to volunteer. This policy makes sure that our volunteers can help the charity at no cost to them. It provides information and guidance about volunteer expenses.

Reasonable Expenses and what is covered

As a charity it's important that we spend every pound effectively and in the right way. We want all volunteers to have equitable access to claim reasonable expenses should they wish to. This is why there are maximum limits for expenses. We encourage anyone claiming expenses to try and find the most cost-effective method possible, without putting their safety or wellbeing at risk. Eligible expenses are those relating to travel, food and drink as a result of agreed volunteering activity with Air Ambulance NI.

Travel Costs

We will pay for agreed travel costs to and from where people are volunteering or if they need to travel as part of their role. If public transport is being used, we ask volunteers to choose the best value option and to include receipts. If car is being used, mileage will be paid at a rate of 45pence per mile. Please include the postcodes for the start and end of each car journey.

Food and drink

If people are volunteering over a mealtime, and where a meal is not provided, we will pay back the cost of a meal, up to a limit of £7 for lunch and £12 for an evening meal. Reasonable costs of soft and hot drinks will be paid back as part of the above limits. We do not repay the cost of alcohol. While we have set limits for the amount to be claimed for food, we want to make sure we support volunteers to have a healthy balanced diet and that special dietary requirements are met. Volunteers with any concerns should talk to the VC.

Other costs

- There may be rare occasions when volunteers will need to stay overnight somewhere. In most cases we will try and book accommodation on behalf of volunteers. We will pay for accommodation and breakfast in these instances.
- We ask that volunteers agree any other costs in writing with the VC claimed.

How can volunteers claim and when will expenses be paid?

- Expenses should be claimed within two months of the activity and are paid monthly.
- The relevant expenses claim form should be used and returned to the VC at Air Ambulance NI by email or post.
- All relevant receipts should be included.
- We can pay expenses by bank transfer (BACS), which is our preferred method, or by cheque.