

Volunteer Expenses Policy

Volunteers give their time and skills free of charge, however Camara will reimburse any out of pocket travel expenses you may incur in the course of undertaking voluntary work for the organisation, provided these have previously been agreed upon by your supervisor.

Please note, Camara do not reimburse any travel expenses to and from the Camara workshop.

Procedures for claiming expenses are accomplished through your supervisor.

In order to ensure that you are able to claim your expenses please retain your receipts.

If there are no receipts unfortunately we will not be able to reimburse you.

Expenses must be claimed back within the same month that they are incurred.

Camara is committed to reimbursing volunteers for reasonable expenses in accordance with the following policy guidelines:

N.B. FOR ALL EXPENSE CLAIMS, RECEIPTS HAVE TO BE PROVIDED.

Travel expenses

The volunteer must ensure that the cheapest form of travel available was used. (e.g. if travel was by train, the ticket should be a standard or a cheap day single/return, not a first class ticket).

Bus / Luas

Please retain your bus tickets. If you are making a number of journeys during one day in relation to your volunteering it is often cheaper to buy a one-day bus pass.

Train

The maximum reimbursement for travel will be the equivalent of a Standard Class or Cheap Day rail fare. Please keep the tickets for a refund.

Car

For the use of the volunteer's own car, mileage should be recorded to enable repayment. (NB if mileage is not recorded, start & finish locations will be used to estimate mileage using the AA route planner)

If your own car is used for travel, mileage will be repaid at (rate to be confirmed at time of travel) per km for the first 100 miles of any return journey, and (rate to be confirmed at time of travel) per mile thereafter. However, payment for use of your own car will only be authorised in cases when



other transport is unavailable.

Taxi

Taxi's or mini-cabs are only to be used if you are carrying equipment/luggage, or travelling after dark. This must be agreed prior to use with your supervisor. Wheelchair users are permitted to use taxis at all times.

Mobile Phones

If you are using your mobile in relation to your volunteering, with prior permission from your supervisor, you can claim the cost of the call(s) on production of the relevant itemised mobile bill.

Miscellaneous expenses

These will be paid on a case-by-case basis. Prior agreement on the nature and estimated cost will be required.

How to Claim Your Expenses

- Pick up from your supervisor and fill in the Volunteer Expenses Claim Form
- Collect receipts together, highlight the relevant totals, and attach them to the expenses form.
- All claims must be supported with receipts.
- Return the form to your supervisor (within one month of journeys made)
- For any claims under EUR 50, you will be able to pick up a cash payment either immediately or no later than within 5 working days.
- For any claims over EUR 50, the money will be paid directly into the volunteer's bank account.

