



# Volunteer and Trustee Expenses Policy

## Runspire Together

### 1. Purpose

Runspire Together recognises that volunteers and trustees freely give their time and skills to support our charitable activities.

This policy ensures that:

- No volunteer or trustee is left out of pocket as a result of supporting Runspire Together.
- Reimbursement processes are fair, transparent, and consistent.
- Payments comply with UK charity law and HMRC guidance.
- Public funds and charitable income are used responsibly.

This policy applies to all volunteers, run leaders, mentors, assistants, and trustees acting on behalf of Runspire Together.

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### 2. Guiding Principles

- Expenses must be **reasonable, necessary, and directly related** to Runspire Together activities.
- Claims must be supported by receipts (unless otherwise agreed).
- Reimbursement of expenses does **not** constitute payment, employment, or financial benefit.
- Trustees may claim legitimate expenses but must not receive payment for their trustee role unless legally authorised.

This policy aligns with guidance from the Charity Commission for England and Wales and relevant HMRC regulations.

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### 3. What Can Be Claimed



### 3.1 Travel Expenses

Volunteers and trustees may claim:

- Public transport (standard class only).
- Mileage for use of a personal vehicle for authorised activities.
- Parking fees and toll charges.

Mileage will be reimbursed at HMRC's approved rate (currently 45p per mile for cars up to 10,000 miles per year unless updated by HMRC).

Travel should be the most reasonable and cost-effective option.

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### 3.2 Subsistence (Food & Drink)

Reasonable subsistence may be claimed when:

- Supporting events lasting several hours.
- Attending approved meetings away from home.

Claims must be modest and proportionate.

Alcohol cannot be claimed unless pre-approved for a specific organisational event.

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### 3.3 Training and Development

Runspire Together may reimburse:

- Approved training course fees.
- Safeguarding and first aid training.
- Leadership qualifications (e.g., LiRF) where agreed in advance.

Where a training agreement is in place, this will be documented separately.

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### 3.4 Materials and Equipment



Reimbursement may be made for:

- Printing or materials purchased for sessions.
- Small equipment required for delivery.
- Pre-approved branded items used for official purposes.

All purchases must be agreed in advance where possible.

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#### **4. What Cannot Be Claimed**

- Payment for time given volunteering.
  - Fines or penalties (e.g., parking fines).
  - Personal clothing (unless agreed branded uniform).
  - Personal childcare costs (unless specifically agreed by trustees).
  - Costs not directly related to Runspire activities.
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#### **5. Trustee-Specific Guidance**

Trustees:

- May claim reasonable out-of-pocket expenses.
- Must not profit from their position.
- Must declare any potential conflicts of interest when claiming expenses.

Expense claims from trustees will be authorised by a different trustee (usually the Treasurer or Chair).

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#### **6. Approval Process**

1. Complete an Expenses Claim Form.



2. Attach receipts (photo or digital copies accepted).
3. Submit within 30 days of the expense being incurred.
4. Claims will be reviewed and authorised by:
  - Branch Leader (for volunteers)
  - Treasurer or Chair (for trustees)

Payments will normally be made via bank transfer within 14 days of approval.

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## 7. Record Keeping

Runspire Together will:

- Keep clear records of all expense claims.
  - Retain documentation for at least 6 years in line with charity accounting requirements.
  - Ensure transparency in annual accounts where required.
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## 8. Fraud or Misuse

Knowingly submitting false claims may result in:

- Repayment being required.
  - Removal from volunteer or trustee role.
  - Further action where appropriate.
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## 9. Equality and Accessibility

Runspire Together is committed to inclusion.

We recognise that financial barriers can prevent people from volunteering. This policy ensures volunteers are supported regardless of financial circumstances.



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## 10. Review

**Policy Effective From:** 14th February 2026

**Next Review Date:** 14th February 2027

**Approved By:** Board of Trustees, Runspire Together