ABRS+ - Volunteer Expenses Policy

Riding Establishment:

We encourage our volunteers to claim expenses as we do not want you to be out of pocket for giving your time. We also want to make sure that volunteering with us is accessible to everyone regardless of their personal circumstances.

We will reimburse the reasonable expenses of volunteers and this policy sets out how we will do so. It is written to ensure that neither we nor our volunteers face any legal, tax or benefits challenges.

Reimbursing Travel Costs

We ask that you consider the most cost-effective way to travel to undertake your role with us. This may mean an alternative method of travel, booking in advance and/or booking standard/second class tickets.

- **Petrol costs for travel while volunteering**

  We will reimburse people's car journeys to volunteer using the HMRC rate. This is the rate that is used to avoid potential tax and benefit problems. We will reimburse up to a maximum of 15 miles per journey. If you travel more than 10,000 miles for the role then the amount that you are able to claim reduces.

- **Public transport travel**

  We will reimburse reasonable bus or rail travel costs. Volunteers should retain tickets/receipts as evidence of their cost. We need to see this evidence to be able to prove that we were reimbursing your actual costs. If we did not do this, the payments could be seen as income by the HMRC. It could even change our relationship with you from being a volunteer to an employee.

- **Car Parking**

  We ask that, where possible, you park in places that are free. However, if you are unable to do so, we can reimburse parking charges provided you obtain a receipt.

Food and refreshments

We ask that, when volunteering, you bring food with you; we will provide hot drinks (tea and coffee) free of charge. If you attend an event away from the Riding Establishment where refreshments are not provided and are attending for more than 4 hours, then you are able to claim for refreshments up to a maximum of £5. However, this should be discussed and agreed with your us in advance of your volunteering. We cannot reimburse for amounts higher than this or for alcohol.

How we will reimburse

Volunteers must record their expenses on the Volunteer Expenses form, which they will receive by email. These should be sent to us at regular intervals, along with receipts and tickets. Expenses must be claimed within 3 months but should, ideally, be claimed monthly.

Reimbursement will be by electronic payment unless this is not possible, so volunteers will need to provide bank account details.