



VOLUNTEERS EXPENSES CLAIMS POLICY

CARIS Islington relies entirely on donations for its funding. Many volunteers choose not to claim travel expenses. We very much appreciate those donations, but there is no expectation that volunteers will not claim. It is not our intention to cause financial hardship to volunteers.

Volunteers are entitled to claim, per visit, the price of the cheapest public transport journey to their destination, whether they choose to use public transport or not. Travel cards and tickets do not need to be submitted with each claim. The maximum claim per visit is limited to the cost of a 4-zone travel card (current value £4.10). Volunteers must take responsibility for any extra costs incurred above this amount.

Volunteers will not be reimbursed for other incidental expenses eg meal breaks, parking fees. However postage and telephone costs will be reimbursed where contact with the client between sessions has been agreed in supervision.

Claims for any loss incurred to any volunteer while they are visiting for the Bereavement Service will be made through our insurers. Volunteers should speak in the first instance to a member of staff about this.

Volunteers wishing to claim travel expenses should use an expenses claim form available from the office.

Islington Churches
Bereavement Service
Islington Churches
Cold Weather Shelter

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