**Kumi Community Foundation Volunteer Expenses Policy**

The website for the Charity Commission for England and Wales gives the following advice at <https://www.gov.uk/guidance/how-to-manage-your-charitys-volunteers>

* Volunteers aren’t paid for their time but should be paid for any out-of-pocket expenses.
* Volunteers should provide receipts for any expenses they incur.

Kumi Community Foundation will therefore pay expenses to volunteers according to the following policy.

Arrangements during a visit by a Kumi Community Foundation Team (a ‘Visiting Team’)

Ugandan volunteer team members and also supporters of our day to day work such as drivers, ‘mobilisers’, hospital social worker and hospital nutrition unit manager are given an agreed amount per day to cover expenses such as lunch, transport and mobile ‘phone usage. These payments are managed and documented by the Ugandan Team Leader, with paperwork submitted to the visiting Team Leader.

Ugandan volunteer team members

Out-of-pocket expenses incurred whilst carrying out the volunteer role (at any time) will be reimbursed on the production of receipts or, where these are not available, a full description of the expenditure.

Visiting Team members

Since transport and accommodation will be covered by the charity, it is not expected that visiting team members will incur out-of-pocket expenses. Expenses agreed as necessary by the visiting Team Leader will be reimbursed on the production of receipts or, where these are not available, a full description of the expenditure.

Trustees

As stated in the Constitution [5.(1)(a)]

“A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.”

Expenses agreed as reasonable by a meeting of the Trustees will be reimbursed on the production of receipts or, where these are not available, a full description of the expenditure.