

## **Volunteering & Employability**

### **Travel Expenses**

The Volunteering and Employability office believe that volunteering should be open and accessible to all, even in times of financial uncertainty. Volunteering can be an expensive past time and we value the contribution volunteers make to community organisations, charities and schools.

Therefore, in our aim to try and make volunteering open and accessible to all we can support volunteers with some limited travel expenses on a first come first served basis.

However, whilst the above is correct at the time of writing, the availability of travel expenses for volunteering may be subject to change. We advise you to check with the Volunteering and Employability office regarding the situation on travel expenses because this will ensure you are kept right up to date with the situation.

#### **Process for claiming travel expenses:**

- Check with your community project to see if they pay travel expenses and, if they do, ask your community project supervisor to let you know the procedure for making a claim.
- If travel expenses are not paid by your community project or you are a school volunteer, Volunteering and Employability may be able to cover some expenses for you (such as travel via public transport to and from Coventry city centre to your project or a mileage allowance if you use your own car).
- In order to claim expenses from Volunteering and Employability you must keep all receipts and you will need to complete an expenses form available from the Volunteering and Employability Office and attach tickets/receipts to it.
- Please Note: In order to obtain a refund, expense claims must be submitted within 6 weeks of the receipt / ticket date.