

CoppaFeel! Volunteer Expenses Policy

Volunteers will be reimbursed for any travel costs they incur as part of their role. This will be authorised in line with the CoppaFeel! expenses policy:

- Cars and vans - mileage at the rate notified (currently £0.45p per mile or £0.24p per mile for motorcycles) and all necessary parking charges and unavoidable tolls - you are responsible for any fines or penalties incurred
- Trains, tubes or bus - cheapest available fare
- Flights - can be claimed if it is the most cost-effective and relevant option. In order to expense a flight, the CoppaFeel! Team must approve the spend *before* you make your booking.

⚠ Please always consider the most cost effective methods for transport and routes when travelling. ⚠

For volunteers who must stay overnight due to their role, some accommodation and food expenses may be reimbursed in line with CoppaFeel!'s expense policy, as shown below:

- Accommodation - cost of rooms. This must first be confirmed by a contact at CoppaFeel!
- Meals - as necessary and to a cost effective / reasonable standard whilst on authorised business up to £10 per day for breakfast/lunch and £20 per day for dinner when attending festivals or fundraising events for a full day, unless otherwise agreed in advance with staff at CoppaFeel!

We also reimburse postage and packaging costs for returning materials and kit (including boob costumes and boob balls) to the office.

Receipts or proof of purchase must be provided for expenses to be authorised and processed.

No other monetary payment will be made to volunteers.

Expenses will be paid in accordance with the regulations and interpretation of HM Revenue & Customs or suspended, if necessary, at its instruction. You will be entitled to claim the above provided they are reasonable, and the appropriate documentation has been completed, and supporting receipts (including VAT receipts) submitted.

Payment of your expense claims will be delayed or withheld if you are unable to provide appropriate evidence of the cost incurred.