

Ripple Effect Ambassadors should not be financially disadvantaged by their volunteering. Reasonable expenses incurred by volunteers will be reimbursed in line with the Charity's expense policy. The expense form provided must be fully completed on each occasion and submitted within one month of the expense being incurred, with supporting receipts attached. Once authorised by the Community Manager and submitted to Finance, by the Community Manager, payment will be made within 30 days. Please note that Ripple Effect does not pay round sum allowances or fixed rate expenses, except for mileage.

- **Travel Claimable expenses:** Public transport fares, parking, and mileage rates. If parking penalties and fines are incurred, the Charity is not liable for paying these costs. In cases of substantial distances travel should, whenever possible, be by the most cost-effective means and therefore normally by public transport. However, it is recognised that most travel associated with volunteering will involve the use of a motor vehicle. The current rate of reimbursement is 45p per mile.
- **Subsistence:** Where volunteers are supporting the Charity for 3 hours or more in any 24 hour period (one day), compensation for meals can be claimed. This requires confirmation with the Community Manager prior to the volunteering commitment. Expense claims for the cost of meals will be met on submission of receipts. Claims will be subject to a maximum of £8 for breakfast, £10 for lunch and £20 for an evening meal (alcohol not included against any meal).
- **Other Expenses:** There may be other instances where volunteers incur expenses which can't be foreseen or agreed with the Community Manager. For example, the unexpected purchase of Sellotape for a fundraising stall. In such cases, reimbursement will be claimable upon production of the relevant receipts.

## **Authorisation**

Expenses incurred by volunteers will be authorised by the Community Manager on submission of the expense form. Claims for meal expenses must be agreed with the Community Manager ahead of the volunteering time. Expenses will be paid into the volunteer's nominated bank account. Please ensure you provide up to date bank details. The Charity is not liable for expenses being paid into bank details provided by you which are incorrect. Reimbursement via cash is not possible.

**Please note: Expenses should never be deducted from donations received at an event in lieu of making an expense claim.**

**Lost receipt declaration:**

If you have lost your receipt, please provide the following:

- The reason the receipt is unavailable
- The date, amount and nature of the expense
- Confirmation that the expense was wholly incurred for charity purposes

Where possible, we would still expect alternative evidence (for example, booking confirmations, screenshots of standard prices, or bank statement entries).

**Claiming your expenses in five simple steps:**

1. Agree expenses with Community Manager ahead of volunteering time
2. Community Manager to provide you with a purchase Order number (PO)
3. Complete the [expenses form](#) with all the information requested
4. Email the form to [Ambassadors@rippleeffect.org](mailto:Ambassadors@rippleeffect.org) for approval. Community Manager will send the form to Finance
5. You will receive payment within 30 days if your form has been completed correctly.

**Ripple Effect reserves the right to review, revise, amend or replace the contents of this policy to reflect the changing needs of the charity.**

**This policy will be reviewed annually.**

**Last reviewed** by Ann Hatton 23/02/26

