

Supporting and Recognising Volunteers: Guidance Summary

1. Reimbursement of Expenses

Reasonable expenses wholly incurred while volunteering will be reimbursed, including but not limited to:

Travel, including to and from the place of volunteering

- Mileage allowances for use of your own vehicle: 45p/mile for car travel; 24p/mile for motorcycle travel; 20p/mile for bicycle travel; and, 5p/mile for carrying a passenger.
- Where necessary, train and bus transport may be utilised and reimbursed at standard tariffs, or use of a taxi may be agreed beforehand.
- Campus parking facilities should be arranged by the project/event organiser. Parking costs incurred for off-campus venues may be met for the duration of an event. Parking fines will not be reimbursed.
- Other travel costs may be reimbursed with prior agreement, generally by paying providers directly.

Meals and refreshments

- Where activities extend over or finish at mealtimes, the Faculty should make provision for light meals.
- If attendance (excluding travel time) exceeds 7 hours without adequate refreshments being provided, subsistence costs of up to £5 for breakfast, £10 for lunch or £20 for dinner will be reimbursed.

Care of dependants, (including children) and volunteer support

- Assistive support, a carer, translator, signers or alternative care for dependents may be provided, but costs for this must be agreed with the Faculty in advance.

Administration costs, e.g. postage, phone calls, stationery

- Administration costs should be avoided whenever possible, but costs incurred by volunteers working from home, with prior agreement with the activity organiser, should be reimbursed.
- Claims for all reimbursements (except mileage allowances) must include tickets or receipts.
- Expense reimbursements will be paid by [BACS](#) into your nominated back account.
- Payments to volunteers reimbursing expenditure that is wholly and exclusively incurred in the volunteering activity do not create a liability to income taxation nor reduction of any welfare benefits.

2. Payment of fees and honoraria

Taxation

- Payments that do more than reimburse the value incurred (e.g. lump-sum payments towards expenses) may be defined as “miscellaneous income” and hence assessed for tax.
- Gifts that the volunteer can benefit from financially may be regarded as income and so taxable.
- Payment of “fees” may be classed as income and subject to [PAYE](#) as is also the case with honoraria.

Welfare Benefits

- The time that can be volunteered may be limited for those receiving “working age” benefits.
- Volunteers who receive benefits because of a limited capacity for work, should be advised to not contradict the limitations they claimed in obtaining the award.
- Recipients of Pension Credit must inform the [DWP](#) of receipts beyond expenses reimbursement.
- Recipients of Carers Allowance should note that the benefit is conditional on caring for someone for at least 35 hours per week and this should not be reduced in order to volunteer.
- There may be limits on the “fees” volunteers can receive without their benefits being reduced.
- Benefit recipients should check with the [Job Centre](#) whether volunteering impacts on their benefits.

NOTE: Volunteers are responsible for ensuring that Keele University payments do not affect welfare benefit eligibility or tax liability; the Faculty accepts no responsibility for any losses.