Young Enterprise Volunteer Expenses Policy

1. Purpose

Young Enterprise (YE) values the time, expertise and commitment of our volunteers. We are committed to ensuring that volunteers are not prevented from volunteering because of reasonable out-of-pocket expenses incurred while carrying out authorised volunteering activities.

2. Scope

This policy applies to:

- Individual volunteers registered with Young Enterprise through Assemble.

This policy does not apply to:

- YE Freelancers or contractors.
- YE programme participants or alumni
- Corporate volunteers, unless expressly agreed in advance by Young Enterprise. Corporate partners are normally expected to reimburse expenses incurred by their employees whilst volunteering.

There is a separate Expenses Policy for YE Employees and Trustees.

3. Policy Principles

YE applies four key principles when reimbursing volunteer expenses:

Value for Money

As a charity, we must use our resources responsibly. When incurring expenses, volunteers should choose reasonable and cost-effective options wherever possible. In practice this means that YE will not reimburse first or business class travel where standard class travel is less expensive.

Integrity

Expense claims must relate to genuine volunteering activity undertaken on behalf of YE and represent actual costs incurred by the volunteer. Claims may be checked and verified before payment.

Accessibility and Inclusion

No volunteer should be disadvantaged because of financial circumstances. In this case, volunteers should speak to their volunteer manager/ key contact at YE to explore alternative options, such as travel being booked directly by YE on your behalf, or alternative volunteering locations where available.

Safety First

Safety and accessibility should always be prioritised when making travel decisions. Where a safer or more accessible option is required, this will be considered reasonable even if the cost is higher than the cheapest alternative.

4. Eligible Expenses

Travel Expenses

YE will normally reimburse reasonable travel expenses incurred when undertaking authorised volunteering activity. YE will consider travel distances when placing volunteers in local activities to avoid excessive out of pocket expenses being incurred. Eligible travel expenses include:

- Public transport fares (bus, rail, tram, underground and ferry).
- Mileage for travel in a private vehicle.
- Essential car parking charges.
- Toll road or bridge charges where necessary.
- Taxi fares where public transport is not practical due to accessibility, safety or operational reasons.

Receipts or other proof of payment must be provided for all expenses incurred.

Mileage

Where a volunteer uses their own vehicle:

- Mileage will normally be reimbursed at **50p per mile**.
- Additional passengers may be claimed at **5p per mile per passenger**.
- A VAT fuel receipt must be submitted with each claim. This VAT receipt does not have to be dated on the same day as travel, or be for the same amount claimed, but must be dated within 30 days of travel.

Volunteers are responsible for ensuring that:

- They hold a valid driving licence.
- Their vehicle is roadworthy and meets required safety standards.
- Their insurance cover is appropriate, which may include cover for ‘business use’ depending on the insurer.

- The Highway Code is followed at all times while driving to and from YE activity to ensure road safety of themselves and other road users.

5. Conditions of Reimbursement

Volunteer expenses will normally only be paid where:

Attendance Has Been Recorded

There is a record of participation on Assemble, including a clear volunteering location through:

- An Event record; or
- A Business Volunteering activity record;

Volunteers can view their activity record on Assemble via their User Record, under Activity. If this is not correct or complete, volunteers should contact their volunteer manager/ key contact.

Travel Distance Limits

Travel expenses will normally only be reimbursed where the total journey does not exceed a **30 mile round trip**.

Exceptions may be approved in advance where there is a clear business need, such as attendance at national events or activities that are integral to programme delivery. Approval must be obtained from the Head of Volunteering before the expense is incurred. The relevant volunteer manager or key contact should ensure this is in place before any volunteering activity is confirmed and travel booked.

Travel Only

Volunteer reimbursement is normally limited to travel expenses.

Any other expenses must be agreed in advance by the Head of Volunteering and supported by a clear business rationale. The relevant volunteer manager or key contact should ensure this is in place before any volunteering activity is confirmed or expenses incurred.

6. Expenses That Will Not Normally Be Reimbursed

YE will not normally reimburse:

- First-class or business-class travel where a standard-class option is available.
- Corporate volunteer expenses.
- Fines or penalties.
- Personal purchases.
- Expenses incurred without a volunteering purpose.

- Claims submitted without appropriate evidence.
- Claims submitted more than three months after the activity took place.

7. Claiming Expenses

Interim Process (from September 2026)

1. The volunteer completes the Volunteer Expenses Claim Form (available on Assemble in the Document Hub and from the YE Volunteering Team at volunteer.support@y-e.org.uk).
2. Receipts and supporting documentation are attached.
3. The claim is submitted to the Volunteering Team.
4. The Volunteering Team verifies:
   - the expense claim; and
   - the volunteer activity record on Assemble.
5. If approved, the claim is forwarded to the Finance Team for payment.
6. If verification is required, the Volunteering Team will contact the relevant staff member or Educational Partnerships Manager.

Future Assemble-Based Process

At the time of writing, technical infrastructure is being developed to enable volunteers to easily submit their expense claims directly through Assemble, removing the need for a paper-based process. When the functionality becomes available, the process will be as follows:

1. Volunteers submit individual or monthly claims directly through Assemble, where possible no later than the 5th of each month for prompt payment.
2. First-time claimants complete a one-off Expenses Registration Form.
3. The Volunteering Team verifies activity records.
4. Finance processes approved claims.
5. Queries are referred to the appropriate staff member for verification.

8. Payment of Claims

Approved expenses will be paid by BACS transfer using the bank account details provided by the volunteer, on a monthly basis.

Additional information may be requested where required to verify a claim.

9. Donations Back to Young Enterprise

Volunteers are under no obligation to claim expenses.
However, volunteers who wish to support Young Enterprise further, may choose to:

1. Claim their expenses; and
2. Donate the amount back to YE.

Where eligible, such donations may be Gift Aided in accordance with HMRC requirements.

YE bank details and Gift Aid Declaration Form are available in the Document Hub on Assemble, and can also be requested from the YE Volunteering Team at volunteer.support@y-e.org.uk.

There is no expectation that any volunteer will do this, however it is an option for those who might not ordinarily choose to claim incurred expenses.

10. Exceptions

In exceptional circumstances, the Head of Volunteering may approve reimbursement outside the normal limits set out in this policy where there is a clear operational, accessibility, safeguarding or inclusion rationale.