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**Ambassador Expenses**

Ripple Effect Ambassadors should not be financially disadvantaged by their volunteering. Any out of pocket expenses incurred by volunteers will be reimbursed in line with the Charity’s expense policy. Fixed rate expenses or lump sums will not be paid. The expense form provided must be completed on each occasion and submitted within one month of the expense being incurred.

Ripple Effect will reimburse, upon satisfactory completion of an expense form (duly authorised with the VAT receipts attached) expenditure as detailed below. Please note that Ripple Effect does not pay round sum allowances or fixed rate expenses other than mileage allowance.

* **Travel** - 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 -** On occasions volunteers will need to purchase a meal during the course of their volunteering. Where volunteers have been engaged on behalf of the Charity for at least 3 hours claims for the cost of meals will be met on submission of receipts. Claims will be subject to a maximum of £5 for breakfast, £7 for lunch and £15 for an evening meal (alcohol not included).

# **Other Expenses -** There may be other instances where volunteers incur expenses. 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 Ambassador Manager on submission of the expense form. If the expenses to be incurred by the volunteer are likely to exceed £100 then prior written approval must be given by the Ambassador Manager. Expenses will be paid into the volunteer’s nominated bank account.

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