MACMILLAN CANCER SUPPORT

Summary of Macmillan's Expenses Policy for Volunteers

This summary is based on information in Macmillan's Expenses Policy. It has the main points that volunteers need to understand. For more details, please speak to your volunteer manager or refer to the full policy document **linked here.**

Contents

Key Points

- o **Who this policy is for:**
  - o Macmillan volunteers who will claim expenses as part of their role
  - o Macmillan volunteers who need to travel long distances or stay in a hotel as part of their role

- o **Purpose:**
  - o To explain Macmillan's expenses policy and how it applies to volunteers.
  - o To explain how to claim expenses
  - o To explain how to book travel and accommodation

- o **Use:**
  - o Read this policy before travelling or claiming expenses
  - o Make sure you keep all receipts.

- o **Queries:** Contact your Volunteer Manager or email volunteeringhelp@macmillan.org.uk

Underlying Policy Title	Expenses	**Document Classification**	Internal
Policy Sponsor	Chief Financial Officer	**Policy Reference**	POL-038
Policy Lead	Head of Financial Operations	**Version Number**	V5.1

Macmillan Internal

Who Can Claim

All Macmillan volunteers can claim reasonable, out-of-pocket expenses incurred in connection to their volunteer role, in line with our Expenses policy.

Volunteers are trusted to use good judgment to keep costs low while also ensuring their own and others' wellbeing and safety.

Please find below all the types of expenses considered "reasonable, out-of-pocket volunteer expenses":

What You Can Claim

1. Travel:

You can claim for any travel that you undertake as part of your volunteer role. This includes travelling to and from where you volunteer.

Please ensure you speak to your volunteer manager/Macmillan contact before making any ticket purchases or incurring any travel related costs.

Our rules for claiming travel costs

Always write down where your journey starts and ends, please include postcodes.

Write why you're travelling on your claim. For example, "visit to Buddy" or "cheering at London Marathon"

Please note: Macmillan typically has a reimbursement limit of around £30 for travel expenses. If you would like to travel from further afield to volunteer (e.g. at an event) and your travel cost is likely to be more than this limit, please speak to your Macmillan contact first.

Rail Travel:

- o You can buy and claim back rail tickets costing less than £25
- o Always book standard class tickets.
- o If you need to get a ticket costing more than £25, please speak to your Volunteer Manager. They will book the tickets for you.

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Taxis:

- o Public transport should be used where possible.
- o You can get money back for a taxi if:
    - You have a condition, impairment, or disability that makes a taxi necessary
    - You're carrying heavy or big items
    - There are no buses or trains running, such as late at night or during a strike
    - There aren't many buses or trains to choose from
    - A shared taxi is cheaper than public transport
    - It's an emergency
    - It's safer to take a taxi, like if you're carrying lots of money

Keep the taxi receipt so you can get your money back.

Your own car:

- o Ask your Volunteer Manager first if it's okay. Make sure your car is safe to drive, you have the right insurance, and you have a valid driver's license.
- o Use the approved rates for mileage reimbursement:
    - First 10,000 miles: 45p per mile
    - Over 10,000 miles: 25p per mile

Motorbike:

- o All engine sizes: 24p per mile

Bicycles:

- o 20p per mile

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2. Accommodation and Meals:

If you need somewhere to stay while volunteering, your Volunteer Manager will book it for you. You won't have to pay for it yourself.

⚠ **Please note:** This is an uncommon occurrence and is provided at the Volunteer Manager's discretion.

There are limits on how much Macmillan will pay for hotels.

Hotels:

- London: no more than £130 for bed and breakfast
- Outside London: no more than £92 for bed and breakfast

Meals:

Volunteers can claim expenses for food and drink if they are:

- Volunteering away from home for at least 5 hours
- Volunteering during lunch time (12-2 pm)
- Traveling outside their local area (such as to the Macmillan head office)

The above only covers our rules around Lunch, for further details on Breakfast, Dinner and Refreshments while Travelling, please refer to the full Expenses Policy Section 4.3 or ask your volunteer manager/Macmillan contact for more detail.

⚠ **Please note:** You need to get approval for these claims from your Volunteer Manager (your Macmillan contact) beforehand. The reimbursement rates listed below will apply.

- **Meal rates:**
  - Breakfast: £8.00
  - Lunch: £8.00
  - Refreshments while travelling: £5.00
  - Evening meal: £20.00

All claims must be backed by valid, original receipts. Because our allowances are higher than the HMRC guidelines, we must be able to justify the amounts reimbursed. You must also explain the reason for each claim in the 'Business Purpose' field on Concur, such as the related travel or event name.

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3. Other Expenses:

- **Parking**: Keep receipts for parking.

- **Oyster Cards and London Travelcards:** If you use an Oyster card, your bank card, or a special London Travelcard, you need to show proof of how much you spent. You can get this from the Transport for London website or your bank statement.

- **Congestion/Toll Charges:** If you have to pay extra to use certain roads, you can get that money back, but not if you get a ticket for breaking the rules!

Please ensure to research your route to check for any congestion charges that may need to be paid before your trip to avoid unnecessary fines.

How to Claim

- **Approval:** Always check with your Volunteer Manager before spending any money, especially for larger or unusual expenses.
- **Submission:** Use our online expenses website (Concur) or the form provided by your Volunteer Manager when claiming money back. You will automatically be set up on Concur and emailed all the necessary details to log-in and submit a claim.
- **Receipts:** Always keep receipts, your receipt should clearly show the date and amount. Include the date you paid for it and any important details, like where you started and finished your journey if you're claiming travel money.

Contact Information

Please contact your Volunteer Manager, or alternatively email volunteeringhelp@macmillan.org.uk if you want more information.

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Expenses policy: Appendix A

Please note: Rates are effective from 1st June 2024

Using a car (without an allowance from Macmillan)

Engine size	First 10,000 miles (pence per mile)	Over 10,000 miles (pence per mile)
All engine sizes	45	25

Private motorcycles

Engine size	First 10,000 miles (pence per mile)	Over 10,000 miles (pence per mile)
All engine sizes	24	24

Private bicycles

	First 10,000 miles (pence per mile)	Over 10,000 miles (pence per mile)
Cycle rate	20	20

Hotel accommodation

London	£130 (including VAT) bed and breakfast
Outside London	£92 (including VAT) bed and breakfast

Subsistence

	Breakfast	Lunch	Refreshments while travelling	Evening meal
Rate	£8.00	£8.00	£5.00	£20.00