

ISEP Volunteer Travel and Expenses Policy

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Introduction

Whilst acting under the auspices of ISEP, volunteers are covered by ISEP's main business travel policy. ISEP is committed to ensuring Volunteers are reimbursed for reasonable expenses incurred while carrying out activities on behalf of the organisation. Reasonable means the minimum necessary expenditure to meet the objectives.

Some ISEP Volunteers may incur expenses in order to conduct their role as a Volunteer. This includes, but is not limited to, travelling to ISEP workshops and meetings, or travelling to events as an organiser or ISEP representative or booking accommodation.

This policy is not contractual but sets out the way in which ISEP plans to reimburse expenses. Exceeding 30 days submission after the expenses are incurred may result in claims not being paid.

Policy Overview

Aims

Travel costs and related expenses form a substantial part of our total expenditure, and it is essential that they are reasonable and proportionate, and managed efficiently and effectively. The aims of this policy are to ensure:

- Volunteers are not out of pocket when acting on behalf of ISEP provided expenses fall within a reasonable framework
- Expenses incurred are reasonable and in line with ISEP's status as a member-led, not-forprofit organisation
- Clarity is provided on who can make claims, what can be claimed and the process for doing so

- The welfare and safety of Volunteers travelling on behalf of ISEP is considered
- Volunteers work to minimise their impact on the environment through their work
- Before committing to travel Volunteers must consider, and where appropriate utilise, alternative means of communication which reduce the need for travel (for example video conferencing)

Principles

In accordance with our general culture, this policy expects Volunteers to exercise judgement and take responsibility for ensuring their expenses are reasonable, necessary and justifiable. Expenses incurred must be wholly, exclusively and necessary for the business to be recoverable. Authorisation for any business travel undertaken by volunteers must be sought and sanctioned by ISEP prior to undertaking the travel or incurring travel costs.

Expenses can be claimed by any ISEP Volunteers who have signed an ISEP Volunteer Agreement and are active within their agreed term. Volunteers should understand what expense budgets are available to them and refer to this policy so as not to overspend and consider the financial impact against the membership benefit before incurring any expenses.

ISEP Volunteers may incur expenses for reasons such as:

- Travel to organise or lead an ISEP event (please note that expenses will not be provided if volunteers are travelling solely to attend the event)
- Travel to attend a meeting or workshop, for which the Volunteer has been asked to attend by ISEP
- Reasonable subsistence (drinks and food) for a volunteering event of long duration
- Accommodation required for an ISEP led event to avoid a late or early finish

The list above is not exhaustive but written to illustrate what is deemed to be reasonable expenses for ISEP Volunteers.

Falsification of expenses will constitute gross misconduct and a breach of the ISEP Code of Conduct. This may result in disciplinary action. See ISEP's Professional Conduct and Disciplinary Policy for more details. .

Business travel insurance for volunteers residing in the UK and travelling in the UK is only provided where the travel includes an overnight stay and/or air travel (this is due to the provision of the NHS in the UK). Any injury sustained by a volunteer during UK travel (not covered as above) will be dealt with via ISEP's Liability Insurance Policies.

Business travel insurance is only provided for volunteers within their country of domicile where it involves an overnight stay, train travel or air travel (only one of these is a requirement).

Any business travel to countries deemed high risk should be avoided – details of such countries can be found on the [Government's Travel Advice Website](#).

ISEP will keep a log of all business travel undertaken by its volunteers going forward to facilitate any changes to the business travel policy in the future.

Expense Reimbursement

We undertake to reimburse expenses promptly, and, in turn, require our volunteers to submit pre-authorised claims within prescribed timescales as set out in the procedure section of this policy, using the ISEP Volunteer

Expenses Claim Form. In extenuating circumstances or if you cannot cover the upfront costs for accommodation or travel, you can book by contacting the ISEP, who will process and pay on behalf of the Volunteer.

Rail Travel

Rail travel is the preferred method for Volunteer journeys.

Volunteers are requested to give as much prior notice as possible to benefit from reduced rate ticket costs and wherever possible for this reason tickets should always be bought in advance. If it is not possible to purchase tickets in advance, a valid reason must be provided for why the ticket could not be purchased in advance to the ISEP contact who will confirm whether or not the booking can go ahead.

The upper limit for spend on any rail travel is £100 but we expect it to be a lot less than this in most cases. Even if travel has been agreed in advance with ISEP, if the costs exceed this figure at the time of booking, further approval in writing will be required.

Car Travel

If the use of a car is essential (e.g. train travel or other public transport is not possible or not effective due to timings and/or location), Volunteers can claim back for the cost of using their own vehicle, using the mileage allowance payments listed further below. When using a private vehicle for travel on behalf of ISEP, the Volunteer must ensure the vehicle is roadworthy, has a valid MOT and is taxed and insured. Volunteers must ensure that their car insurance policy insures them for using their private vehicle for business purposes.

Volunteers who are travelling to the same place should plan to car share with fellow volunteers to reduce impact on the environment.

Volunteer Vehicles: Mileage Allowance Payments (MAPS)

Type of vehicle	Rate per business mile
Car	For tax purposes: 45 pence for the first 10,000 business miles in a tax year, then 25 pence for each subsequent mile
Motorcycle	24 pence
Cycle	20 pence

Mileage should be calculated from the base location with the departure and destination detailed on the claim form. When supplying the mileage, Volunteers must provide the postcode for departure and destination to allow for the carbon footprint to be calculated and monitored in line with ISEP's Environmental Management System.

In addition, parking costs, road tolls and congestion charges will be reimbursed upon presentation of receipts or other proof of expenditure. Fines incurred for road traffic offences will not under any circumstances be met by ISEP. This includes any parking, speeding fines, or fines for using mobile phones whilst driving.

Taxi Fares, Buses and Trams

Taxi fares, buses or trams associated with essential Volunteer travel will be reimbursed provided that a specific reason is provided and the costs are approved prior to the event. All claims must be supported by a receipt.

Air Travel

In accordance with ISEP's ambition to reduce its own carbon footprint, air travel should be avoided and only used if there is no other mode of transport available, or applicable. Expenses will only be reimbursed if you have authorised in advance with the ISEP contact. Air travel must be booked in advance and at the cheapest rate available. Budget airlines must be used where feasible.

Accommodation

Occasionally, Volunteers may require overnight accommodation where ISEP has requested attendance or support at ISEP-led events where it would be necessary to avoid late/early travel. If accommodation for an event has been approved, Volunteers must ensure that it is booked as far in advance as possible and that the room rates are competitive.

Volunteers should book accommodation themselves using the following price indications:

- £120 for outside London
- £180 within London

Even if accommodation has been agreed in advance with ISEP, if the costs exceed this figure at the time of booking, further approval in writing must be sought.

Hotel extras such as costs relating to use of a spa or gym, mini-bar expenses, in-room TV or video expenses, laundry costs, telephone calls or any costs relating to magazines, newspapers or literature are not reimbursable. Laundry costs can be reimbursed if travel requires time away from home exceeding one week.

Subsistence

Reasonable subsistence expenses incurred relating to food and drink whilst travelling and volunteering will be reimbursed. If meals are to be consumed, actual costs will be repaid. No meal allowance will be granted in instances where meals are covered by conference, training, meeting or registration fees, or where the Volunteer does not pay for the meal.

Where subsistence is needed and is not provided or made available to Volunteers at the event, the following amounts should be used as a guide:

- £10 if lunch is required
- £25 if an evening meal is required
- £10 per day for drinks, such as tea, coffee and water

Procedure for Claiming Reimbursement of Expenses

A record of all expenses should be kept by each ISEP Volunteer and must be supported by itemised receipts where these are provided (original VAT receipts where available). Receipts must clearly show the goods and services purchased and the total amount paid. Credit card receipts are not a sufficient record of the expense. It is accepted that in exceptional circumstances it may not be possible to obtain receipts, but it is expected that this will be very much the exception. All expenses should be submitted via the ISEP Volunteer Expenses Claim Form and emailed to volunteer@ISEPglobal.org, or directly to your ISEP point of contact.

Claims should be submitted within 30 days of the expense being incurred. Reimbursements are subject to approval and processing and will take up to 10 working days to clear and will be paid by BACS transfer.

Any queries relating to expenses should be raised with ISEP in the first instance. In the event of an unresolved dispute, the matter may be raised through our grievance procedure.

If you have any questions about this process, please don't hesitate to get in touch at volunteer@ISEPglobal.org, or directly with your ISEP point of contact.