

Volunteer Expenses

Policy and Procedures

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1. Scope

To set out Policy and Procedure regarding expenses (incorporating travel and other costs) incurred by IRC volunteers and members in the course of their duties.

This group includes:

Board members

General Assembly Representatives

Working/Advisory Groups

Audit Committee members

All IRC volunteers

All members

This group will be referred to as “volunteers/members” for the remainder of this document.

Local agreements may differ but may not exceed the values set out in this policy.

2. Policy

In order to carry out the business of the Society from time to time, it may be necessary for volunteers/members to travel and/or incur some “out of pocket” expenses/subsistence costs such as cleaning supplies, photocopying, accommodation and meals.

2.1 Official Business is where the necessary business of the Society to be performed by any volunteers/member which cannot be carried out at the designated meeting/ training location.

2.2 International Travel relates to travel outside of the Republic of Ireland.

2.3 Domestic Travel relates to travel within the confines of the Republic of Ireland.

2.4 Subsistence is defined as the necessary and reasonable cost of meals and/or accommodation incurred by members/volunteers engaged on official business.

2.5 Other Expenses relates to any out of pocket expenditure required to carry out the work of the Society such as cleaning requirements (in the case of Society property), parking fee's etc.

3. Travel

Procedures are as follows:-

3.1 For international travel, internet bookings are preferable and economy class must be used. Value for money is important so in the event of a number of carriers offering the required route, three quotations should be obtained to acquire the best deal.

Please note, international travel is only permitted with the approval of the Board of Directors.

3.2 Where possible domestic travel must be by public transport, e.g. bus, rail, tram etc. All relevant tickets, vouchers etc. must be retained and presented for reimbursement to support the refund claim. Where members/volunteers reside a further distance away from a public transport hub or must travel outside the service times provided and therefore must then use their own vehicle to complete the journey, a travel allowance of up to Euro 0.35 per kilometre will be payable.

3.3 In cases where members/volunteers use their own vehicle in preference to available public transport for a necessary trip, then the applicable public transport rates apply.

3.4 Only when there is no alternative or due to time constraints it is impossible to arrive in good time, will it be permitted to use own transport or taxis. In any event, pre-clearance must be obtained from the relevant Panel of Officers.

3.5 Members/Volunteers travel costs to and from their normal course, training or meeting venue will not be paid.

4. Subsistence

Members/Volunteers away on Society business, either in Ireland or abroad are entitled to have their travel and subsistence expenditure refunded. This will include overnight accommodation which must be cleared by the Panel of Officers. All expenditure should be vouched with receipts, tickets etc retained for this purpose.

5. Claims and Reimbursement Procedure

The request, authorisation and claims procedures are as follows:-

5.1 All claims must be submitted on the standard Volunteer Expenses Claim Form (Appendix 1) and within two months following the month of being incurred.

5.2 Each claimant submits the Volunteer Expenses Claim Form (Appendix 1), which is then countersigned by the Area/ Branch Treasurer and further signed by the Area/ Branch Chairperson or Hon. Secretary.

5.3 Unless preapproved by the committee, reimbursement may be refused.

6. Guidance for Committees

6.1 It is the responsibility of the committee to ensure expenses reimbursed using IRC funds is warranted and justified.

6.2 Under no circumstances is an Area/ Branch permitted to:

- Allow a member/volunteer to directly take expenses from funds gathered before it is lodged to the relevant bank account.
- Issue cash payments.
- Reimburse members expenses without the member submitting the expenses claim form (Appendix 1) and supporting receipts.
- Issue payment without the prior approval of the expenditure by the relevant committee/ panel of officers.
- Pay a “Daily Rate” of any description to members or any other person regardless of the nature of the work they are carrying out.
- Regardless of the nature of the business, penalties or fines (such as speeding or parking etc) incurred by members is not covered by the Society.

6.3 Should a committee need advice or support please contact your Area Honorary Treasurer or the Finance Department of Head Office.

6.4 The Volunteer Expenses Claim Form is available to download from the Volunteer Resource Website-
<http://www.redcross.ie/get-involved/volunteer/volunteer-resources/>.

Appendix 1

REGULATIONS REGARDING - TRAVEL AND SUBSISTENCE CLAIMS

- 1 PUBLIC TRANSPORT, BUS OR RAIL, SHOULD IF POSSIBLE BE USED AT ALL TIMES.
- 2 MEMBERS RESIDING AWAY FROM A BUS OR RAIL STATION AND USE THEIR OWN CAR MAY BE RE-IMBURSED MILEAGE @ €0.35 PER KILOMETRE/€0.55 PER MILE BETWEEN HOME AND THE NEAREST BUS OR RAIL STATION.
- 3 WHERE THE USE OF PUBLIC TRANSPORT WOULD, BECAUSE OF TIMETABLES, REQUIRE MEMBERS TO REMAIN AWAY FROM HOME OVERNIGHT, SUBSISTENCE WILL BE PAYABLE.
- 4 WHERE MEMBERS USE THEIR CARS FOR THEIR OWN CONVENIENCE, PUBLIC TRANSPORT RATES AND SUBSISTENCE, WHERE APPLICABLE, SHOULD BE CLAIMED.
- 5 WHERE SPECIAL CIRCUMSTANCES ARISE WHICH CANNOT BE CATERED FOR WITHIN THESE RULES, PRIOR APPLICATION FOR EXEMPTION FROM THE RULES SHOULD BE MADE TO THE BOARD OF DIRECTORS.
- 6 PLEASE ATTACH ALL RECEIPTS WHERE APPLICABLE TO BE VOUCHERED.
- 7 ALL CLAIMS MUST BE SUBMITTED QUICKLY AND NOT LATER THAN 2 MONTHS AFTER INCURRED.

THE BOARD OF DIRECTORS URGES ALL MEMBERS TO ACCEPT THESE RULES IN A SPIRIT OF CO-OPERATION AND TO COMPLETE EXPENSES CLAIMS FULLY AND CLEARLY IN ORDER TO ENABLE STAFF TO RE-IMBURSE EXPENSES QUICKLY.

SUBSISTENCE RE-IMBURSEMENT RATES

OVERNIGHT	10 HOURS OR MORE	5 - 10 HOURS OR MORE
€ 71.42	€ 26.33	€ 10.74