



Travel Expenses Guidance

As volunteers you are carrying out Endometriosis UK's primary objectives. Our policy is that you should have the necessary resources to do that, and not be personally out of pocket. However, **remember we are a charity and every penny we have has been donated, fundraised or through subscription.**

Volunteers can claim back essential expenses from the charity by completing an expenses form (which will be supplied to you) and attaching all relevant receipts; **we will not pay expenses without the receipt.** Receipts are required for accounting purposes – and we are responsible and accountable for all charity money.

Travel - should be at the cheapest method possible. Train or coach travel tends to be the cheapest particularly if **booked weeks in advance** to get the best deals (1st class travel **will not** be reimbursed).

Car - The charity recognises that in some circumstances it may be cheaper to travel by the volunteer's own car or that the volunteer's role may require the use of their own car.

Please contact the Support Network Manager first who will advise you of the current rate at which the charity will pay per mile.

Taxi - costs will only be reimbursed in exceptional circumstances and must be agreed in advance.

Please, at all times try to keep to the following suggestions:

- **Always use the cheapest mode of transport**
- **Book 2nd class travel only**
- **Book well in advance**

If you are in any doubt about what you are able to claim expenses for or anything else related to expenses please discuss the matter first with the Support Network Manager before committing yourself or the charity.