



# THE KENNET & AVON CANAL TRUST

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## Volunteer travel expenses policy

It is recognised that volunteers give freely of their time and expertise for the benefit of The Kennet and Avon Canal Trust ('the Trust'). However, volunteers are not expected to subsidise the Trust and there may therefore be occasions when it is appropriate to reimburse expenses incurred on the Trust's behalf.

### Travel expenses

Expenses are not reimbursed for travelling to and from the normal volunteering location (the 'place of work'). This includes any car parking charges.

Where a volunteer is required by the Trust to travel to other locations - such as for training or medicals - the travel cost may be reclaimed. Where a volunteer incurs travel expenses in order to save the Trust the cost of postage or courier costs, this may also be reclaimed provided it is no higher than the cost it saves.

Travel costs will be reimbursed at a rate of 45p per mile for car journeys. The cost of second class rail travel or bus travel will be reimbursed as incurred, although efforts should be made to take advantage of discounted fares. However, to avoid small claims, amounts of less than £5 should be aggregated and claims submitted only for amounts in excess of £5.

Travel expenses incurred whilst giving talks on behalf of the Trust at clubs and societies should be reclaimed from the organisation concerned.

It is for individual volunteers to decide whether to make a claim for allowable expenses.

### Exceptional circumstances

Where a volunteer is asked to incur costs that would normally be disallowed and this could cause that volunteer financial difficulty or result in the Trust incurring additional costs in other ways, Branches may apply for an allowance from the President's Fund which is administered by the Trust Chairman.

### Review

The Trustees will review this policy on an annual basis.

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Date approved by the Trust Council: August 2025

Review Date: 28<sup>th</sup> Feb 2027