

Volunteer expenses guidelines

What Gig Buddies will reimburse volunteers for:

- Travel to and from the place of volunteering – either by car, public transport or taxi, this includes any travel from the moment you leave your home to the moment you return home.
- Travel undertaken in the course of volunteering – either by car, public transport or taxi, this includes travel whilst with your gig buddy.
- Parking whilst volunteering.
- A soft drink whilst out at a gig or event.
- In certain situations, the cost of entry to an event or activity (see below)
- Unfortunately, we are not in a position to be able to reimburse expenses like child care.

How to claim expenses:

- As a one off, give us your bank account number, sort code and name as it's listed on your account.
- Keep any receipts or tickets from refreshments, public transport or taxis (it is generally possible to request a receipt from a soft drink at a venue, or a taxi, but if you have any barriers to this discuss this with the project manager)
- Fill in the volunteer expenses form, which you can download from the Gig Buddies website.
- Then either...
 - Print the expenses form and send it with receipts to Stay Up Late, Fellowship Room Office, Hove Methodist Church, Portland Road, Hove, BN3 5DR
 - Or email the filled in expenses forms and attached pictures of the receipts to holly@stayuplate.org
- We will issue expenses by bank transfer within two weeks.
- Or arrange a time to meet with the project manager, who will be able to reimburse expenses with cash.
- Please try to leave no more than three months between each claim, so that we can keep track of our finances.

Claiming petrol:

- Keep a record of how many miles you drive (you can use Google Maps to calculate this, or request help from your project manager to calculate this)
- **Petrol is reimbursed at 40p per mile driven.**
- Volunteers should include the areas they travelled to i.e. Brighton - Lewes.

Tickets or entry cost to gigs or other events:

Gig Buddies is usually able to reimburse volunteers for entry tickets to gigs and events. Before going to a gig or event, volunteers should contact the event venue to request a carer's ticket. Sometimes you need to contact the venue's box office to do this. In cases where a carer's ticket has been requested to no avail, Gig Buddies will often be able to reimburse tickets up to £10.

If a ticket costs more than £10, the volunteer must speak to their project manager to check it's OK to claim back, and to check that it isn't possible to get a free carers ticket.

The use of taxis:

Usually, we would expect a volunteer who does not drive and have access to a car to use public transport. However, we recognise that this may not be suitable or safe for some volunteers, and for all volunteers in certain situations.

For example, you may need to use a taxi if you do not drive as part of your volunteering and you are:

- Escorting a buddy home who lives in an outlying village or estate after a gig and there being no late buses (if this is generally the situation the volunteer should speak to their volunteer manager, as it may be that the link between the two buddies is not something that Gig Buddies' can support)
- Getting home after escorting a buddy to their home if there is no public transport.
- Where a volunteer feels at risk from using public transport late at night.
- Where the volunteer or participant has become unwell or suffered an injury, and will benefit from taking a taxi instead of using public transport or walking.
- Where there are any other genuine concerns about a volunteer or participant's safety, that could be alleviated through using a taxi.

You may need to use a taxi if you drive as part of your volunteering and you temporarily do not have access to your car or are unable to drive.

Generally, if you are getting a taxi from the event to the person you are supporting home, the participant should pay for this.

Volunteers should ensure that they have a taxi number saved in their phone for these eventualities. They should also inform their project manager if they have needed to use a taxi, to ascertain whether the situation could be recurring.

Gig Buddies is limited within its resources and unfortunately unable to support any gig buddies pairing that always rely on taxis as a matter of course. Therefore, if a volunteer's travel situation changes (for example due to no longer owning a car or moving house) they should inform their project manager.