

Volunteer Expenses Policy		
Reviewed Date	April 2022	
Next Review Due	April 2024	

Policy Statement

Our commitment to providing volunteers with out of pocket expenses is based on our Equal Opportunities Policy, making the best use of resources and fairness. No one should be excluded from participating in Gloucestershire Nightstop due to his or her economic circumstances. Anything offered to any individual, should be clearly available to every volunteer from the outset.

Standard Expenses

Volunteer Hosts are offered £15.00 per bed night to cover food, extra heating and bed/clothes washing.

Host expenses are £20 per bed night for Saturday and Sunday nights to cover extra food/meals provided and additional costs for hosting longer.

Hosts will also be reimbursed (or provided in kind) for smoke alarms, plastic bed sheet, First Aid items, toiletries and essential items of clothing for the Young People placed with them. Staff should be informed before a purchase is made whenever possible.

Gloucestershire Nightstop Volunteers can also be reimbursed for:

Phone calls; however phone credit should only be offered to a young person after consulting staff, Nightstop staff will provide Young People with a PAYG sim and phone if needed.

Childcare costs and travel expenses to meetings/training and events as part of the Gloucestershire Nightstop Volunteer role.

Discretionary Expenses

Gloucestershire Nightstop will also consider expenses relating to hosting such as accidents and losses through hosting.

Up to £25 will be paid at the discretion of the Executive Director.

Up to £100 will be decided in consultation with the Treasurer or Chair.

Gloucestershire Nightstop cannot guarantee discretionary expenses and these depend on the financial resources of the project and circumstances of the request

Travel and Mileage

Nightstop will usually provide the young person with bus fares sufficient for their return journey/weekend/week. Where it is not possible and we ask the Host to provide bus fare, this should be claimed on the monthly claim form (Appendix A)

The Host can also claim extra transport/subsistence for the days when there is no bus service, e.g. Bank Holidays.

A car travel allowance will be paid at the rate of 45p per mile. Public transport is to be used where possible and economically viable.

Should a Young Person require emergency treatment, Gloucestershire Nightstop will refund the cost of transport (taxi) and prescriptions on production of a receipt.