

UKPT Volunteer Expenses Policy

Our Commitment

The UK Paruresis Trust started in 2002 as a group of people experiencing, or having experienced, avoidant paruresis. We organised ourselves into a self-help charity to help people cope with urinary dysfunction that has a psychological or social origin. We now aim to provide information and relief for adults experiencing the social anxiety Avoidant Paruresis (aka Shy Bladder Syndrome), particularly by:

- the provision of internet based information and support
- the promotion and provision of local support groups
- the provision of desensitisation workshops
- the promotion of the concept of individual privacy in the design of public toilets
- the promotion of research into all aspects of the condition, particularly its cause and treatment
- the raising of public awareness, including that of the medical profession.

We want to provide an efficient and high quality service. We rely on volunteers to provide the significant contributions of governance, advice and support to the organisation and users of its services, and are very grateful to those volunteers who provide their time of their own free will.

We aim to ensure that no volunteer should suffer any financial detriment nor benefit due to their volunteering role. Refunding volunteer expenses is a legitimate cost associated with any volunteer activities, nevertheless it is also incumbent upon the organisation to ensure that volunteers do not inadvertently incur expenses which we can neither justify nor afford to reimburse. This is particularly important due to the UK-wide nature of UKPT which, in order to be as geographically inclusive as possible, could burden the organisation with excessive travel costs which would be unsustainable.

We need at all times to ensure that our expenditure is relevant to our charitable objectives and can be fully justified, therefore all expenses should be reasonable and kept to a minimum.

Which expenses should be reimbursed?

In general we will reimburse reasonable expenses incurred as part of the volunteering activity, by prior arrangement. This includes:

- travel, including to and from the place of volunteering
- meals and accommodation where necessary
- emergency and unexpected care of dependents

What is 'reasonable'?

It is important to ensure that volunteers are aware of the guidance about expenses to ensure they don't incur unnecessary costs.

Travel Expenses

It is reasonable to ask volunteers to travel by the cheapest form of public transport, travelling 'off peak' wherever possible and making use of any concessions, special offers or discounts. We are unable to reimburse the purchase of any form of railcard (such as young persons, senior or disability railcards) as these can be used for other journeys so are classed as a taxable benefit by HMRC.

Travel on public transport should always be booked as far in advance as possible. UKPT will pay for standard class travel only. Any volunteers wishing to travel by first class can pay the supplementary amounts themselves if they are happy to, but this will not be reimbursed.

Where no public transport is available either geographically or in terms of time constraints, or a car is required for any other reason, we will reimburse the individual an amount agreed with the individual, at a minimum of the cost of fuel and the maximum allowed by HMRC (currently 45p/mile). Any amount over twice the cost of fuel will need to be agreed by two trustees.

Taxis should only be used when considered essential, and where public transport is not practical or available.

Parking costs and tolls can also be claimed for where necessary; however, we do not reimburse parking fines or speeding tickets under any circumstances.

Meals and subsistence

Accommodation should be the most economical available in the location.

Reasonable reimbursement of meals will be as follows:

Up to £10 for breakfast unless the room comes with breakfast included

Up to £20 for evening meal

Up to £5 for lunch

The volunteer will be responsible for the cost of any alcohol they wish to purchase.

Emergency care of dependents

We recognise that in exceptional circumstances, some volunteers who have caring responsibilities for a family member with a disability may need to use a professional carer if they have emergency and unexpected caring responsibilities which would otherwise prevent them from attending a pre-arranged volunteer activity. We will try to support them with emergency care expenses as far as possible, and will look at each situation on an individual basis on request.

Reimbursement of Expenses

All volunteers must claim expenses by completing the Volunteer Expenses Claim Form and submitting receipts. All claims should be made as soon as possible after being incurred but no later than 2 months after the event.

Volunteer expenses will be reimbursed by electronic bank transfer or cheque.

Our contact details:

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