

VOLUNTEERS EXPENSES

As a Charity, Streetlight UK has a duty of care to keep all costs to a minimum, however, we do not want any volunteer to feel they are unable to take part in volunteer activities due to cost. This document details what volunteers can claim for as expenses from Streetlight UK and the expense caps in each category. Appropriate handling of petty cash is also detailed below.

1. TRAVEL

- 1.1. Travel expenses are capped per outreach at £10 unless a prior agreement is made with the CEO. It is the volunteer's responsibility to speak to their team leader in advance if they wish to claim a travel expense but this should not exceed £10 per outreach Session. No more than two outreach sessions per month can be claimed for.
- 1.2. Travel expenses for London volunteers are capped per outreach at £13.20 (pay as you go) or £13.50 Travelcard unless a prior agreement is made with the CEO. It is the volunteer's responsibility to speak to their team leader in advance if they wish to claim a travel expense but this should not exceed £13.50 per outreach Session. No more than two outreach sessions per month can be claimed for.
- 1.3. Parking: Please use free parking facilities at all times where possible. If this is not an option, then there is a cap of £5 per outreach for parking fees. Please arrange to car share if multiple volunteers are travelling to an outreach or awareness event to keep costs at a minimum. Petty cash should be used to pay for parking which is available from your team leader upon request.

2. GIFTS

- 2.1. Gifts for service users must only be made with prior approval and must not exceed £10 unless prior agreement is made with the CEO.

3. DRINKS WITHIN STREETLIGHT

- 3.1 During 1-2-1s, Volunteers should only claim expenses for basic tea or coffee, or pay for their own drinks. Petty cash should be used for all drink purchases.
- 3.2 If a volunteer chooses to purchase food at projects such as breakfast club, the volunteer would need to cover this cost themselves.

4. DRINKS FOR EXTERNAL PARTIES

- 4.1. During 1-2-1s, there is a cap of up to £5 per service user for hot/cold drinks. Petty cash should be used for all drink purchases.

5. PETTY CASH

- 5.1. Before making a payment with petty cash that has not been previously discussed, or if the transaction is not one listed in this document, all volunteers are required to gain permission by their team leader to make the transaction.
- 5.2. For all petty cash expenses claims, a receipt must be shown.