

Volunteer Expenses Policy

1. The Palace Trust believes that volunteers should not be out of pocket when undertaking duties for The Bishop's Palace & Gardens; financial constraints should not present a barrier for individuals who wish to volunteer. Volunteering is open to all regardless of income and access to private transport. Volunteers are encouraged to use public transport or to car share to save resources and reduce our carbon footprint.
2. The Bishop's Palace Trust is a registered charity and has a responsibility to use its limited resources prudently. It is hoped that by imposing a daily mileage limit (see para 5) it more fairly distributes the limited expenses budget amongst volunteers. Therefore those making shorter journeys; those using public transport and those seeking out cheaper parking will benefit more than those travelling long distances by car and those using more expensive parking options.
3. Parking is a contentious issue in Wells. The cost of parking impacts on many of our visitors, staff and volunteers. The palace has a parking policy which specifies that the very limited parking available be allocated to people who live on site and visitors, staff and volunteers who have limited mobility. Spaces are sometime required for contractors working on site. Therefore The Palace Trust, regrettably, is not able to provide or fund parking for all the visitors, staff or volunteers who would like it. However, one space is available for volunteers which is allocated on a quarterly basis. To be considered for this space, apply to the Community Engagement assistant and to be eligible, a volunteer must volunteer at least weekly, priority given to those volunteering for a full day.
4. Volunteers who travel by public transport can claim back the whole cost of their journey by completing an expenses form and attaching their tickets.
5. Volunteers travelling by car can only claim for travel for up to a total of 20 miles to a maximum of £9.00 per day. The Bishop's Palace Trust currently matches the Inland Revenue rate, this is 45p per mile at present (March 2024) and this will be reviewed regularly.
6. Claims can only be submitted with receipts attached (receipts and/or tickets for public transport) and a mileage log for petrol claims (45p per mile). If possible, please also attach a petrol VAT receipt (dated for the month of the expense claim) as

we can claim back the VAT for the miles claimed. We also pay 45p per mile for those using electric vehicles.

7. Claims must be made the same calendar year, ideally no more than 3 months after date of the journey claimed for. Claims for the current year must be submitted by 15 Jan the following year. Claims made after three months may not be reimbursed.
8. Volunteers are encouraged to provide their bank details. Bank transfer is the quickest and cheapest way for The Trust to reimburse expenses. It is also possible to receive a cheque or cash by arrangement.
9. Claim forms will be available in the Volunteer Room and also online. Volunteers should leave completed claim forms with receipts attached in the secure post box in the Bevy Room. These will then be collected for processing. Payment will be via BACS transfer direct into the volunteer's bank account. Forms can also be posted or e-mailed to The Bishop's Palace Trust FAO Community Engagement Assistant.
10. The Bishop's Palace Trust will actively work towards providing an adequate budget to reimburse all volunteer travel expenses in the future. This is considered a higher priority than providing other volunteer benefits.
11. Should volunteers wish to claim for any other expenses e.g. buying materials or equipment, they should agree this cost with their supervisor or the Community Engagement Manager prior to purchase.