

EXPENSES GUIDELINES VOLUNTEER PROGRAMME

The following guidelines have been designed to assist Volunteers who take part in the IWMN Volunteer Programme.

Childcare

A payment of £20 will be made towards childcare costs on the production of a receipt. These claims can be made in agreement with the Volunteer Manager and up to two times a week.

Travel Costs

A payment will be made towards actual travel costs (bus, tram, train) to and from the place of voluntary work on no more than two occasions a week. For those volunteers who use their own transport, the mileage rate is 25p per mile. No payment will be made in excess of £7.00. Only under special circumstances will the Museum contribute towards taxi costs

Subsistence

A payment of £4.00 will be made towards lunch costs on no more than two occasions a week.

Specialist Transport

The Museum will fully contribute towards specialised transport costs if deemed appropriate and necessary.

All of the above expenses will only be reimbursed upon the production of a receipt. Payment of expenses may be subject to change according to the budget available as the Volunteer Programme progresses. The final say on an individual's expenses must rest with the Volunteer Manager or the Project Supervisor(s) directly involved.