



Future Pathways Payment and Expenses Information

1. Introduction

- 1.1. Future Pathways supports lived experience groups, peer support and engagement activities. This policy tells you when we can reimburse you for expenses like travel and accommodation. 'Reimburse' means repaying you for money you have spent.
- 1.2. We offer volunteers and members of lived experience groups full reimbursement of out-of-pocket expenses. By 'out-of-pocket', we mean expenses that are not paid for in advance. We cover these expenses if they relate to activities run by Future Pathways. And if we have agreed to cover the expenses.
- 1.3. We can also offer to help with your costs to take part in peer support and engagement activities. We can support travel expenses for up to two events in a 12-month period. For example, one peer support event and one skills workshop, OR two peer support events OR two workshops.
- 1.4. We encourage you to take part in Future Pathways' events close to where you live. Future Pathways will not usually fund travel expenses for events that are more than 50 miles from where you live.
- 1.5. Future Pathways will only reimburse for actual expenses. When you claim your expenses, you must show us the original receipt. For vehicle journeys, you should send us a map that shows the distance between your home and the place of the event.
- 1.6. Future Pathways will pay the following expenses:
 - Travel, by bus or train, from home to and from the place of event
 - Cars or taxis. We can only cover these costs if you are unable to travel by bus or train. Future Pathways must approve car and taxi use before you make your journey.
 - Sometimes, we can pay for accommodation. We would not usually do this. But we might be able to if you live far away from an event.

- 1.7. Future Pathways will not pay for:
 - Meals and other subsistence costs, like drinks or snacks.
- 1.8. Future Pathways does not usually pay for the use of cars for travelling total distances of more than 100 miles. If you need to travel more than 100 miles, please speak to Future Pathways first.
- 1.9. You cannot claim for expenses that are higher than what you spent. For example, you cannot claim for travel if you have not had to take a journey.

2. Administration

- 2.1. You can send your claim to your named contact, using the Expenses Form.
- 2.2. Expenses will be reimbursed via bank transfer. We will do this within two weeks of receiving your Expenses Form.

3. Travel Expenses

3.1. General

- Future Pathways will reimburse reasonable travel expenses to and from home to the event. By 'reasonable', we mean travel for up to 50 miles away from your home. These expenses must be agreed with Future Pathways before the event.
- Future Pathways will also reimburse reasonable travel costs of anyone attending a volunteer interview, volunteer training or volunteer event.
- We encourage everyone to try to keep travel expenses as low as possible. This helps us to support more events.
- You must have receipts for all your travel expenses claims.

3.2. Use of alternative forms of transport for disabled volunteers

- If you cannot travel by bus or train, you can use cars or taxis. But this must be agreed with the Future Pathways before you travel.

3.3. Use of own car by Volunteers

Volunteers must agree use of their own car with the Peer Support Lead in advance. You must follow this agreement:

- When you are using your car for Future Pathways' activity, you must be covered by your insurance policy. The insurance policy must indemnify (cover) Health in Mind for third party claims (for example, if you were in a car accident while volunteering for us). If you are not sure about your insurance policy, you

should check with your insurance company.

- You must have a current valid driving licence and MOT certificate.
 - You must show us your current MOT, insurance documents and driving licence. You will need to do this once a year. You can do this through your named contact at Future Pathways and they will ask our HR Team to check the documents.
- 3.4. We can pay a mileage allowance in line with current HMRC mileage rates. If you need to for parking expenses, we will need to agree this before any event or activity. And you will need to send us receipts afterwards.
- 3.5. We cannot approve mileage claims until you send us your insurance documents and MOT certificate.
- 3.6. Other travel expenses
- We encourage everyone to use public transport. If you can use buses or trains, then please do. This helps us to keep costs down. We can reimburse you for other travel costs, like cars and taxis, if you cannot use public transport.
 - The Peer Support Lead will consider any concerns about personal safety, for example late night travel.

4. Meals and Accommodation

4.1. Meals

Sometimes, Future Pathways can reimburse you for meals. This must be agreed before the event or activity takes place. We will:

- Give volunteers a meal or reimburse volunteers for the cost of a meal
- Reimburse meal costs if you work 5 or more continuous hours in one day
- Only reimburse you for the actual cost of the meal
- Only reimburse you for up to £5.00
- Only be able to reimburse you if you have receipts for your meals.

4.2. Accommodation

Sometimes, we can pay for accommodation. We would not usually do this. But we might be able to if you live far away from an event.

5. Other expenses

- 5.1. Future Pathways can pay for other expenses for volunteers. For example, postage, phone calls, stationery or costs related to peer activity. These costs must be approved by the Peer Support Lead before the event or activity takes place.

6. Volunteer Expenses and Tax

- 6.1. We only reimburse volunteers for actual expenses and only for expenses we have agreed to pay for. You would not usually have to pay tax on expenses. This would only happen if your repayment from us was more than what you had spent, or if you cannot show your receipt. You can find out more here: [Volunteer opportunities, rights and expenses: Pay and expenses - GOV.UK](#)

7. Volunteer expenses and welfare benefits

- 7.1. Reimbursing you should not affect any welfare benefits that you get. For more information see: <https://www.gov.uk/guidance/volunteering-and-claiming-benefits>.