

Volunteer Expenses Policy

Volunteers are vital to the success of Pentathlon GB (PGB) events, and your dedication and support allow us to provide a high-quality experience for athletes and spectators. Thank you, without your invaluable contribution, hosting these events would be far more challenging and less accessible and enjoyable for the community.

We recognise that individuals will, on occasion, incur costs relating to any particular event they volunteer at, and Pentathlon GB is committed to reimbursing all reasonable expenses incurred for those volunteering at a Pentathlon GB centrally organised event.

We strongly recommend that all volunteers read, understand and follow this policy fully, as Pentathlon GB have the right to refuse the reimbursement of expenses that are not deemed to be appropriate or fall outside the scope of this policy.

Accommodation:

The following rules apply for accommodation expense claims submitted by volunteers:

- Accommodation will only be reimbursed with prior written agreement from a member of the PGB Events Team.
- This will generally include if a volunteer is on site for 2 consecutive days or more, or there is a necessity for an early morning and/ or late evening; with the volunteer requiring travel home of greater than 2 hours (PGB reserve the right to exercise discretion here on a case by case basis if required).
- An early start is defined as required to be on-site by PGB before 08:00am.
- A late evening is defined as the event not finishing before 19:00pm.
- PGB reserve the right to adjust the early start and late finish timings dependent upon the event/ volunteer roles required and external factors such as weather conditions etc.
 - Should there be changes to these conditions for a specific event, the PGB Events Team will inform those affected volunteers as soon as we are able.
- Subject to this approval by PGB, a maximum of £110 per night will be reimbursed.
- Hotel accommodation as required by volunteers would, where possible, be booked by the PGB Events Team.

Meals:

PGB is committed to providing our volunteers with healthy and substantial food at events to support them throughout the day. If hotel accommodation has been pre-agreed by PGB, and an evening meal is not provided during the event, a maximum of £20 will be reimbursed upon production of an itemised receipt. Please note that PGB will not reimburse the cost of any alcoholic beverages.

Travel:

The following rules apply for travel expense claims submitted by volunteers:

- PGB is committed to reducing our carbon footprint and we ask volunteers to carefully consider their method and necessity of travel.
- We encourage the use of lift sharing, public transport and where possible means of walking or cycling.
- The most cost-effective method of travel must be chosen providing it is fit for purpose.

PENTATHLON GB⁺

- Where a mileage allowance is claimed for journeys, the current HMRC limits allow a claim of 45p per mile when using a private vehicle.
- In an effort to encourage car sharing a driver who provides transport to another volunteer would be eligible to claim 55p per mile.
- Subject to the complete travel details submitted, PGB will reimburse mileage costs at £0.45/£0.55 for the first 100miles travelled, with the remainder reimbursed at £0.22/£0.33 per mile.
- Full mileage reimbursement is capped at £120.
- When claiming for mileage, volunteers must complete their expense form and give details of:
 1. *Starting point postcode and destination postcode*
 2. *Date of travel*
 3. *Purpose of the journey*
 4. *Names of other volunteers travelling in the same car*
 5. *Total cost of journey using the appropriate mileage rate.*
- Taxi fares will be reimbursed only in the following circumstances, where:
 - there are several volunteers travelling together resulting in a cost saving;
 - Public transport is closed or not available;
 - or**
 - There are reasonable concerns for personal safety, such as late-night travel.
- Car parking expenses incurred while supporting at an official PGB centrally organised event may be claimed on production of a valid receipt or the actual car parking ticket.

Important information.

- All expenses claimed should be done so using the appropriate expenses claim form and must be supported with original and itemised receipts, including VAT receipts with VAT registration.
 - Debit and credit card slips are not acceptable as receipts.
- PGB will only reimburse expenses actually incurred and with valid receipts and will not pay any 'round-sum' allowances.
- Claim forms must be submitted to the competition director or assistant for approval and must be received within 1 month of the event date. Claim submissions made after this deadline are not guaranteed to be approved for reimbursement.
 - Please ensure you submit your expenses promptly after the conclusion of each event you have volunteered at.
- Reimbursement will be made into the volunteer's nominated bank account provided on the expenses claim form.
- Reimbursement may be delayed or refused if expenditure cannot be proved/evidenced, and/or the terms of this policy are not followed correctly.
- Please complete the Volunteer Expenses form [here](#) to submit your expenses claim.