

Volunteer Reimbursement Policy

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Reimbursement Policy

Document Metadata

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1. Purpose

This policy sets out how the Western Equestrian Society (WES) supports volunteers by reimbursing out-of-pocket expenses incurred while undertaking official duties. It ensures fairness, transparency, and consistency while protecting Society funds and simplifying the claims process.

WES volunteers should not be out of pocket for supporting events, governance, or Society operations — but reimbursement must be evidence-based, reasonable, and in line with agreed practices.

2. Scope

This policy applies to:

- Council and Extended Council members
- WES Professionals acting voluntarily (e.g. at Council events or promotional activity)
- Area Representatives
- Event officials and helpers (e.g. scribes, ring stewards)

- Any person providing unpaid support to an approved WES activity

It includes:

- Travel, mileage, meals, and basic subsistence
- Parking and tolls
- Pre-authorized supplies or purchases made on behalf of WES

3. Definitions

- **Volunteer:** Any individual acting in an unpaid capacity for WES with the prior knowledge or approval of the Society
- **Reimbursement:** The process of refunding actual, evidenced expenses incurred for WES business
- **Subsistence:** Modest food and refreshment costs linked to extended volunteering periods
- **Out-of-pocket:** A personal cost that would not have been incurred without the WES duty
- **Reasonable:** Within accepted rate limits and necessary for the role undertaken

4. Policy Statement

WES values its volunteers and does not expect them to be out of pocket when supporting the Society's governance or activities. All reimbursement must be reasonable, evidenced, and submitted using the correct procedure. WES is not able to reimburse for optional spending, unapproved costs, or expenses without supporting documentation.

5. Roles and Responsibilities

Role	Responsibility
Treasurer	Approves and processes eligible claims; maintains records; ensures budgetary compliance
Chairman	Co-signs or reviews claims if the Treasurer is the claimant; supports clarity and oversight
Volunteers	Submit timely, accurate claims with appropriate evidence
Event Leads	Ensure volunteers are informed of eligibility and limits in advance

6. Policy Detail / Procedures

6.1 Eligible Expenses

- **Mileage (private vehicle use):**
 - 45p per mile (car)
 - 24p per mile (motorbike)
 - 20p per mile (bicycle)
 - Applicable only to journeys made for WES duties, not general event attendance
- **Public Transport / Parking / Tolls:**
 - Economy rates only
 - Receipts must be provided
- **Subsistence:**
 - £15 per day for local event support (5+ hours)
 - £25 per day for multi-day or national-level events
 - Applies only where refreshments are not provided
- **Pre-approved purchases:**
 - Only reimbursed where agreed in advance by the Treasurer or Secretary
 - Must include itemised receipts
 - WES will not reimburse alcohol, personal kit, or non-essential items

6.2 Claim Process

- Complete the WES Volunteer Expenses Form (available in Templates & Tools)
- Submit to the Treasurer within 30 days of the expense
- Attach scans or photos of receipts and clearly state purpose of claim
- Payment will be made by BACS transfer within 14 days of approval

6.3 Exclusions

- No reimbursement for:
 - Personal costs of participation in shows, clinics, or training
 - Missed or unused bookings (unless due to WES cancellation)
 - Non-itemised or missing receipts
 - Optional upgrades or unauthorised purchases
- WES may reject or reduce claims that exceed standard limits without prior agreement

6.4 Disputes or Clarifications

- Volunteers may request a review of declined claims via the Secretary

- Final decisions rest jointly with the Treasurer and Secretary

7. Related Policies and References

- Volunteer Management Policy
- Expenses and Subsistence Policy
- Financial Controls Policy
- WES Volunteer Expenses Form (Templates and Tools folder)

8. Compliance and Breach Handling

Submitting false claims, inflating expenses, or failing to follow the claims process may be treated as a governance breach. Persistent late or unclear claims may lead to reimbursement being delayed or declined.

9. Review and Version Control

Version	Date	Author	Changes Made
0.1	18/07/2025	DG	Initial policy draft
0.5	08/10/2025	DG	Changes following chairmans review
1.0	04/11/2025	DG	Published

10. Approval Record

Approved By	Date	Notes
Full Council	04/11/2025	Approved for immediate use