

Volunteer expenses policy

As a volunteer, your out of pocket expenses are reimbursed by Vision 21.

Expenses can be claimed by contacting the Project Coordinator or the Finance Department and must be supported by the required and appropriate receipts within two months of the expenditure.

TRAVEL EXPENCES for Use of a Private Vehicle

Mileage for the use of private cars, for a maximum of twelve miles each way, and within the Vale of Glamorgan boundaries, is paid at the rate of **32.5p per mile**.

Parking fees will be paid where appropriate.

Use of Public Transport

Fares will be reimbursed in full.

Receipts must be presented for travel on public transport; this includes bus tickets and rail/coach tickets.

MEALS AND REFRESHMENTS

Expenses for meals and refreshments are paid for any day in which more than three and a half hours is worked.

The maximum rate payable is **£3.50 per day**.

Vision 21 offers a fantastic selection of food and beverages from its own catering outlets— Fieldway Kitchen, Nibbles, Gegin Fach, A La Carte and Bellevue Conservatory.

OTHER EXPENSES

We are always pleased to consider payment of other expenses, such as help with Childcare costs, on a case by case basis. Any other expenses must always be authorised by a member of the Management team, before being incurred.



www.vision-twentyone.com

Volunteering At Vision 21 (Cyfle Cymru)



www.vision-twentyone.com

Registered company: 3045325

Registered Charity: 1046097



Why volunteer with Vision 21?

Volunteering with Vision 21 is a rewarding and enriching experience. Volunteers really make a difference to the work we do and help us improve the service we offer to our students.

You'll get a fantastic opportunity to meet people and make new friends whilst being a part of an inclusive and supportive organisation.



Benefits of Volunteering with Vision 21

- Full induction to Vision 21, staff, policies and procedures
- A course of essential training
- An opportunity to meet new people and make friends
- A chance to learn new skills and participate in something you enjoy
- An opportunity to put your existing skills to good use
- Payment of all your out of pocket expenses
- Discount on Vision 21 products
- Being a part of an ever growing, exciting organisation, working with people who really care
- Increase your confidence, build upon your skills and achieve your goals—enhance your CV

Is it for me?

If you're over 16 and have plenty of enthusiasm, energy and a willingness to help others then we would love to hear from you! You can volunteer for as many or as few hours as you wish - arrangements can be made to fit around your other commitments. Don't worry if you don't have any prior Experience - full training and guidance will be given.

Having a disability or medical condition should not prevent you from working with us. Due to the nature of our work, we require all staff and volunteers to undergo a Criminal Records Bureau check - having a criminal record will not necessarily bar you from working with Vision 21 but it will depend on the circumstances and background of the offences.



What to do next...

If you would like to apply to become a volunteer with us, or if you would like further information, then please contact:

**Jamie Harris, Vision 21 Cyfle Cymru, Units 10—12 Fieldway,
Maes-y-coed Road, Heath,
Cardiff CF14 4HY**

Tel. 029 20621194 Fax. 029 20692458
Jamie.harris@vision-twentyone.com
www.vision-twentyone.com

