



London Metropolitan University
Students' Union

LONDON METROPOLITAN UNIVERSITY STUDENTS' UNION VOLUNTEERS EXPENSES POLICY

Although volunteering is an unpaid role, we intend that you are not made out-of pocket for any expenses which you may incur during your time with us. Therefore, we will reimburse you for the following travel expenses. Where you incur travel expense in addition to your normal costs of attending University you will be reimbursed providing this is agreed with your staff link in advance.

Volunteers are expected to make use of public transport where it is available, unless its use results in considerable inconvenience, expense or is not a viable option due to a disability.

The following travel expenses will be reimbursed:

- Rail fares. Standard class fares; prior authorization from your staff link is required.
- Bus fares. Prior authorization from your staff link is required.
- Taxi fares. These expenses can be claimed only if they are incurred because there is no other means of suitable transport. Again these should be authorised in advance of travel.
- Private Transport. Union volunteers may be able to use their cars for authorised journeys connected with their role but should seek guidance for this from their staff link in advance of any journey.
- Subsistence expenses may be available if you are attending events such as conferences and training events that are not catered and you should speak to you staff link about this.

More details on Union travel policies can be found at:

<http://www.londonmetsu.org.uk/pageassets/union/documents/Union-Travel-Policy-Guide.pdf>