



AREA POLICY 35:08

POLICY TITLE: CHESHIRE MENTORING SCHEME

SUPPORTING STATEMENT 7.4

VOLUNTEER MENTORS TRAVEL AND OUT OF POCKET EXPENSES

1. INTRODUCTION

A volunteer mentor is a person who undertakes a specific role or task to enhance the work of the service without financial reward. In providing a valuable link between the Probation Service and the local community it is important that volunteer mentors are not disadvantaged financially as this could deter volunteer mentors from minority and under-represented sections of our communities, or those in receipt of state benefits or on a low income. Volunteer mentors will therefore be reimbursed for travel and other out of pocket expenses incurred as part of the voluntary work. Child or other dependent relative care costs will be met where this has been agreed in advance by the Manager with responsibility for the Cheshire Mentoring Scheme.

2. TRAVEL EXPENSES

Volunteer mentors are entitled to claim mileage at the agreed Cheshire Probation Area Mentor Mileage rate whenever their car is used on probation business. The vehicle must be insured for business use and insurance certificate, driving licence and MOT (where applicable) accompany a travel claim.

The volunteer mentor is entitled to claim for all mileage travelled from their home to the office or other agreed place of contact with the mentee, or for any mileage incurred in undertaking an agreed contact. The volunteer mentor is also entitled to claim for attendance on any training or conference attendance agreed with the mentor coordinator. No travel expenses will be payable in respect of attendance at the initial interview, but attendance at the initial training will be covered by this policy.

Car parking charges necessarily incurred as part of their volunteer mentor role will be reimbursed on production of a receipt.

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Where public transport is used, the volunteer mentor will be reimbursed the cost of public transport (standard class) on production of a receipt.

3. OUT OF POCKET EXPENSES

Out of pocket expenses that will normally be reimbursed may include:

- Meals necessarily taken whilst mentoring
- Costs incurred during the volunteer mentor – mentee contact
- Postage, phone calls, stationary etc.

Receipts for all expenditure are required for reimbursement.

Volunteer mentors will also be reimbursed any costs incurred by undertaking an agreed activity with the mentee e.g. going to the cinema, swimming pool, fitness class etc. The referrer's line manager must approve this expense prior to the activity taking place, and the mentor will be reimbursed from the local budget.

Where the volunteer mentor has met the mentee outside of Cheshire Probation Area premises, the volunteer mentor will be reimbursed for any incidental expenses incurred as a result of the contact up to a maximum of £7.50 upon production of a receipt.

4. CHILD OR OTHER DEPENDENT RELATIVE CARE COSTS

Child or other dependent relative care costs will be met where this has been agreed in advance by the Manager with responsibility for the Cheshire Mentoring Scheme.