

Wales Biodiversity Partnership Volunteer Expenses Policy

Wales Biodiversity Partnership will reimburse travel & subsistence costs to unpaid volunteers¹ attending meetings/workshops relating to the work of the partnership within the UK. Meeting/workshops covered by the expenses claim include attending UKBAP related meetings on behalf of WBP; WBP steering group meetings; WBP Support group meetings including Task and Finish group meetings and Invasive Non Native Species Group/ WEIF meetings; Wales BAP group meetings/workshops (Ecosystem Group meetings, Species Expert Group and Biodiversity Policy group meetings). Unfortunately, WBP do not cover expenses arising from attending local biodiversity meetings. To claim your expenses, please fill in the expenses claim form or request a copy from the address below. Remember to attach the appropriate receipts to your expenses form & include your address for payment.

Category	Mileage (private vehicle)	Public Transport	Overnight stay	Evening Meal
Comments	40p per mile allowance. Car parking charges reimbursed (ticket required)	Receipt/copy of ticket required	Up to a maximum of £50 per night. Receipt required	Up to a maximum of £12. Receipt required

¹Under exceptional circumstances travel & subsistence will be reimbursed to small voluntary sector organisations and not-for-profit organisations. Please contact Sean McHugh to discuss your requirement.

Expense Claim form

Downloadable form: http://www.biodiversitywales.org.uk/what_can_the_wbp_offer_you-19.aspx

By post to:

Sean McHugh

WBP

C/O Wildlife Trusts Wales,

Baltic House,

Mount Stuart Square,

Cardiff Bay,

CF10 5FH

Tel: 02920 480 070