

mary's
meals

a simple solution
to world hunger

Volunteer Expenses

FAQ



A guide to Volunteer Expenses

How and what you can claim whilst volunteering for
Mary's Meals

At Mary's Meals, we're incredibly lucky to have amazing volunteers like you... people who offer their money, goods, skills, time or prayer to help feed children around the world. We know that volunteering often comes with its own set of costs, and we don't want you to be disadvantaged for the wonderful work you do.

This document will explain exactly what we cover and how you can submit your expenses.



How do I claim?

Please speak to your Regional Development Officer, who will provide an expense form for you to complete. Please keep your receipts for all purchases and expenses incurred to submit with your form.

Who can claim?

You must be a registered volunteer to claim. Please confirm with your RDO that they are happy to approve your expenses claim

What can I claim for?

We will cover reasonable costs incurred whilst volunteering for Mary's meals, such as car mileage, public transport, food (if it's not viable to bring something of your own).

What is not covered?

We do not cover expenses for alcohol, private transport such as taxis (unless agreed prior to travelling with your RDO), discretionary tips/gratuities, personal medicines, cosmetics, or any parking or speeding fines.

Is there a time limit?

Please send your completed expense form to your RDO within 2 weeks with all your receipts.

We believe in good stewardship of resources entrusted to us. This is why there are some limits on what we're able to reimburse.

Personal Car Use

If a private car is used the costs will be reimbursed at the defined HMRC rate of 55p per mile. This allowance is calculated to cover petrol, oil and vehicle “wear and tear”. Please record your start and end locations of the journey, and number of miles travelled.

*Please note you need to use your own vehicle as we don't fund hire vehicles.

Tolls and parking will be reimbursed when necessarily incurred and upon agreement with your RDO.

Please keep and provide all relevant receipts.
(or take a photo)



Telephone

If costs are incurred by telephone calls, we will cover expenses shown on an itemised bill.

Printing and Materials

Claims for printing and materials used for events should be agreed by RDOs and receipts kept.

Meals

Breakfast up to £10 – Normally allowable when travel begins before 7am. For overnight stays, a standard hotel breakfast which may exceed this amount, can be included with the cost of accommodation.

Lunch up to £10 – Normally allowable when travelling for 5 hours or more from home.

Evening Meal up to £25 – Normally allowable when overnight stays are involved in travel, or if the travel exceeds 10 hours from home.

*Please remember we will not reimburse any alcohol or discretionary tips



Postage Costs

Please keep receipts and notes of what each cost was for (for example, if sending Zettles or Christmas cards back)

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Please speak to your RDO if you have any queries that we haven't answered in this document.