



Volunteer Expenses Policy

Jacari values the time and effort that volunteers put into their teaching, and, in accordance with good volunteer management, we aim to ensure that no volunteer needs suffer financially as a result.

Consequently, we offer all Jacari tutors the chance to reclaim expenditure on bus travel to and from their pupils' houses.

However, as a small charity that relies on fundraising, some of our volunteers choose to forego travel reimbursement as a donation in kind. Support in this way is gratefully received by Jacari.

If you travel by bus for your lessons, and you would like to reclaim this cost, please follow these steps:

- 1) Over a term, keep hold of all your bus tickets for reaching your pupil's house.
- 2) At the end of that term (after your last lesson), photocopy all of these tickets onto a single sheet of paper. Ensure that each bus ticket can be seen clearly (use more than one piece of paper if necessary).
- 3) Write on the paper: your name, the address where you would like a refund cheque to be sent (home or college), your pupil's name & address, plus the total amount spent on bus travel.
- 4) Send or bring to the Jacari office:

Oxford: 16/17 Turl St, Oxford, OX1 3DH

Bristol: 7 Unity Street, Bristol, BS1 5HH

- 5) We will then send you a reimbursement cheque (ASAP, usually before the start of the next term).

Receipts collected for a term/semester will need to be submitted to the Coordinator no later than one month after the date of the last receipt for travel in the term/semester. If a claim is received later than this, Jacari will be unable to reimburse travel for that term/semester.