



Young Climate Warriors

Expenses Policy for Staff and Volunteers

1. Purpose

1.1 This policy sets out how staff and volunteers may claim reimbursement for reasonable expenses incurred while undertaking activities on behalf of the charity, Young Climate Warriors, and how the charity handles personal and payment information provided for reimbursement purposes.

2. Principles

2.1 Staff and volunteers should not be left out of pocket as a result of carrying out authorised activities for the charity.

2.2 The charity will reimburse reasonable, actual expenses that:

- Have been incurred while undertaking approved Young Climate Warriors activities.
- Are supported by appropriate evidence, such as receipts or invoices where available.
- Have been submitted in accordance with this policy.

3. Claiming Expenses

3.1 Staff and volunteers should submit an expense claim as soon as reasonably practicable after the expense is incurred (max delay 1 month).

3.2 Claims should include:

- The date of the expense.
- A description of the expense and its purpose.
- The amount claimed.
- Supporting receipts or other evidence where available.

3.3 Examples of reimbursable expenses may include:

- Public transport fares.
- Parking fees.



- Postage fees.
- Other expenses approved in advance by the charity.

3.4 The charity reserves the right to decline claims that are not supported by sufficient information or are outside the scope of approved Young Climate Warriors activities.

4. Approval and Payment

4.1 All expense claims must be reviewed and approved by an authorised staff member or Trustee before payment is made.

4.2 Payments will normally be made by bank transfer.

4.3 The charity will aim to process approved claims at the end of each calendar month.

5. Handling Bank Details

5.1 Where payment by bank transfer is used, the charity may collect:

- Account holder name.
- Sort code.
- Account number.

5.2 Bank details will:

- Be used solely for the purpose of making authorised payments.
- Be accessible only to those responsible for processing payments and maintaining financial records.
- Be stored in secure systems with appropriate access controls.
- Not be shared with third parties except where required by law.

5.3 Staff or volunteer payment details may be stored within the charity's online banking system for the purpose of making authorised reimbursements. Access to saved payee information will be restricted to authorised individuals responsible for processing payments.

5.4 The charity will not collect more payment information than is reasonably necessary.

6. Retention and Deletion



6.1 Expense claims and related financial records will be retained in accordance with the charity's accounting and legal obligations.

6.2 Bank details will be reviewed periodically and deleted when they are no longer required for payment purposes, unless retention is required by law or for legitimate financial record-keeping purposes.

7. Data Protection

7.1 Personal information collected under this policy will be processed in accordance with applicable UK data protection legislation.

8. Supporting documents

8.1 This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- YCW Code of Conduct
- YCW Complaints Procedure

8.2 All these documents can be found at:
<https://www.youngclimatewarriors.org/youngclimatewarriorspolicies>

9. Policy Review and Updates

9.1 This Volunteer Expenses Policy will be reviewed periodically and updated as necessary to ensure it remains accurate and relevant.

9.2 Any updates to this policy will be communicated through our website or other appropriate means.

9.3 We recognize the importance of volunteer trust and strive to maintain the highest standards. If you have any questions or concerns regarding this policy please contact us directly.

Contact details

Chair of Trustees: katrina@youngclimatewarriors.org

Dated: 23rd June 2026

Reviewed: 22nd July 2026.

We are committed to reviewing our policy and good practice annually.
This policy is due for review in November 2026.