

## **Volunteer travel expenses overview**

We recently changed the way we pay volunteer travel expenses. It's an important change that means that we will no longer pay 100% of travel expenses in areas where we do not have external funding. It means we'll be working closely with you, our Partners, to ensure our young people aren't out of pocket.

## **Match-funding**

- ProjectScotland will continue to pay 100% of the travel expenses in circumstances where we have funding. For example, where ProjectScotland has received support from a local authority, a government fund or charitable trust, which provides full funding for volunteer travel expenses.
- Each time we suggest a volunteer to your organisation, our Partnership Team will advise you of the funding situation in your area.
- Where we do not have external funding for travel expenses, we will match-fund travel expenses from our unrestricted funds. ProjectScotland will pay 50% of volunteer travel expenses over the duration of their 3 month placement. We ask that you, our Partner, match the remaining 50% of the cost of travel, ensuring that no cost is incurred by the volunteer.
- If your volunteer started on or before Monday 24 August, we will continue to pay 100% of the volunteer travel expenses until the conclusion of the 13 week (3 month) placement.

## **Monitoring travel expenses**

To support the recording and management of travel expenses, we will introduce a new system to effectively manage payment of travel expenses against volunteer attendance. This new system will be launched soon and ProjectScotland will provide guidance on its use for all Partners.

## **Extending placements**

After a volunteer completes their 13 week placement, ProjectScotland continues to support all volunteers for up to a year through employability workshops and mentoring. If you wish to extend a placement beyond 13 weeks, we are happy to work with you and the volunteer, but we are unable to continue the travel expense payments.

**Please contact the Partnerships Team to discuss payment of travel expenses. We're keen to answer your questions and support you to ensure a positive experience for our young people.**