

Volunteer travel expenses payment options

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.

Following consultation with partners, we've designed two payment options that are designed to result in as little disruption to the volunteer as possible.

Option 1 – 50% weekly payment to you from ProjectScotland

- ProjectScotland will make weekly BACS payments of 50% of the agreed volunteer travel expenses. These payments will be made one week in arrears of the volunteer's start date.
- Payment will arrive in your account on the Thursday of each week the volunteer attends their placement (up to a maximum of 13 weeks).
- You will then be responsible for making the full travel expense payment to the volunteer.
- Partners must inform ProjectScotland when the volunteer does not attend their placement in the week that this occurs so that payments can be adjusted.

Option 2 – you pay for 6 weeks, ProjectScotland pays for 7 weeks

- The partner organisation will pay 100% of the volunteer's travel expenses for the first 6 weeks of the placement. Weekly payments should be made to the volunteer.
- ProjectScotland will assume responsibility for their expenses from week 7 up to the end of the placement at week 13.
- Partners must inform ProjectScotland when the volunteer does not attend their placement in the week that this occurs so that payments can be adjusted.

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