**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

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| Section: | Volunteers |
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| Date Created: | November 2009 |
| Date Reviewed: | July 2017 |
| Authority: | Director |

**Expenses**

**Policy:**

It is the policy of the Women’s Counselling Centre that Volunteers will be reimbursed for any approved out of pocket expenses related to their Volunteer Service.

**Procedure:**

Volunteers will not be remunerated for the work they do on behalf of the Women’s Counselling Centre.

Volunteers will be reimbursed for out of pocket expenses provided that these expenses have been pre-approved by the Director or designate.