

### **Volunteer reimbursement policy**

HE Space Children's Foundation (HESCF) does not pay volunteers for their time. However, the Foundation reimburses the volunteer for his/her expenses for travel costs (2nd class public transport or kilometres at a maximum of 0.19 cents per km) and any other travel costs incurred during fund-raising trips.

In order to claim back costs, the volunteer must complete an expenses form, get a signature from the Co-ordinator and return it to the Administrative Assistant for processing.