

## **Expenses Policy for Volunteer Befrienders**

Thank you for the time and commitment you give by volunteering on our behalf.

Please find below the policy for claiming out of pocket expenses. If you have any questions then please call the Volunteer Manager, Hilary Bone, who will be pleased to assist.

### **How To Claim**

All claims should be submitted on 'Expense Claim Form – Volunteer Befrienders' and sent to the Volunteer Manager, Hilary Bone, or in her absence the Support & Care Manager, Carolyn Jenkinson, for authorisation. We will endeavour to reimburse you within 10 working days of receipt of your form.

**Please note that all expenses must be claimed by the end of the following month they were incurred e.g. if your expenses were incurred in March, they must be claimed by the end of April. All claims must also be supported by valid receipts.**

### **What You Are Entitled To Claim**

When asked to carry out a visit or attend a meeting on behalf of the Charity the Volunteer Befriender is entitled to claim the following expenses:

#### **1 Travel**

a) in your own motor vehicle you may reclaim 50 pence per mile up to the first 10,000 miles. For each additional mile the Inland Revenue sets maximum figure which you will be advised of (if required).

b) if travelling by public transport is appropriate then you may claim standard rate fares. Valid receipts are required to be attached to the claim form for all journeys.

#### **2 Hotel Accommodation**

If you have a meeting before 10:00am or after 6:30pm you can claim overnight accommodation including breakfast for yourself for one night only. The rates are as follows:

Individual in London	£170 inclusive of VAT
Individual out of London	£130 inclusive of VAT
Evening Meal – per individual	
In London	£40 inclusive of VAT
Out of London	£30 inclusive of VAT

If the full allowance is not utilised, the actual rate charged is the amount that should be claimed through expenses.

If accommodation cannot be arranged within the limits shown above, a higher claim may be paid if agreed in advance by the Chief Executive, James Brewster.

#### **3 Incidental expenses**

Telephone and postage costs for LTC business purposes may be claimed based on listed calls on telephone bill and receipts for postage.

**The policy has been devised to comply with advice on payment of expenses by the Charity Commission and tax legislation.**

The Charity's policy on the reimbursement of expenses is based on three distinct principles:

- Integrity – the Charity will deal with all claimants on a fair and equitable basis to ensure there is no private gain or favouritism or corruption.
- Accountability – all expenses reclaimed from the Charity will be subject to proper authorisation and rigorous internal control procedures.
- Value for Money – any claim for expenses should be made and justified on the basis they offer the best value option to the Charity.

### **Contacts**

The form and policy can be found under 'Volunteer General Information' within the Volunteers Shared Area of the Support & Care website – [www.supportandcare.org](http://www.supportandcare.org)

If you have any questions please call the Volunteer Manager, Hilary Bone, on 01344 898550 or email [support@supportandcare.org](mailto:support@supportandcare.org)

**(Amended with effect from 01/07/2016 – please destroy any earlier version)**