

## **Expenses Policy (Example Only)**

We (**name of Organisation here**) will always re-imburse out of pocket expenses such as travel and subsistence, and will re-imburse childcare costs wherever possible. Expenses should only be paid on production of receipts, however there may be rare occasions when a receipt/ticket has been lost, surrendered etc, and as long as this doesn't happen too often, it is OK to pay these expenses.

- \* Travel - the cheapest available fare on public transport, to the value on the ticket. Where a volunteer already has a weekly/monthly/yearly pass, (**name of Organisation here**) will contribute one seventh/30<sup>th</sup>/365<sup>th</sup> of the cost of this ticket for every full session/day worked. (**name of Organisation here**) will also pay travelling expenses for volunteers attending training events, or for attendance at events where they are representing (**name of Organisation here**).

The yearly car mileage allowance is 30p per mile for the first 6000 miles, and 20 p per mile thereafter.

- \* Subsistence - we will re-imburse a volunteer's subsistence expenses to a maximum of £4.00 per day/session worked. Usually the expectation is that the volunteer should have worked for at least four hours to trigger this payment, however there may be circumstances in which it is appropriate to cover subsistence even though the volunteer has been working for less than 4 hours. This is at the manager's discretion. Again, **receipts are essential**.

- \* Childcare - (**name of Organisation here**) will cover childcare costs to a maximum of £XX.00 per hour, subject to the manager's discretion.

Legitimate childcare providers will include family members, **excluding spouses/partners**, although a registered childminder is preferable. Receipts must be provided, and where these are not from a registered childminder, they must be from a receipt book which has a duplicate copy, not simply written on a piece of paper.

### **Leaving Gifts, Honoraria, Christmas Parties etc**

- \* Volunteers who leave after six months or more should get a letter of thanks as a matter of course, and if its appropriate (volunteer has worked really hard, undertaken a significant piece of work etc), a small donation from (**name of Organisation here**) (no more than £XX.00 - XX.00) can be added to the collection.

- \* All volunteers should be invited to Christmas parties, and where funding is available, (**name of Organisation here**) will contribute up to £XX.00 towards their food and drink. We will not pay for partners, friends or relatives who should be told well in advance of the event that the expectation is they'll pay for themselves.

- \* Expenses should only be re-imbursed **after the expense has been incurred**, and on production of receipts, **unless there are exceptional circumstances** such as the volunteer not being able to attend for a session unless their travel expenses are paid beforehand. If this looks like becoming a regular event, it might be necessary to get them a travel card.