

Expenses Policy

Introduction

Ratby Library & Community Group values its volunteers and wants to ensure that there are no barriers to volunteer involvement. All reasonable out-of-pocket expenses incurred in the course of a volunteer's role and where agreed in advance either verbally or in writing, will be reimbursed, including expenses for travel.

In order to claim expenses, volunteers must complete an expenses form and hand it, in the first instance to the Volunteer Coordinator, who will ensure that the claim is completed fully and the necessary receipts are attached. See 'Making A Claim' below for the process.

This process will also be explained during induction process.

Scope

This policy is relevant to all volunteers. Claims by Trustees will be similarly handled – see page 2 of this policy and procedural document.

Activity covered by this policy

Any involvement/activity as agreed between the volunteer and the Trustees, including the Volunteer Coordinator.

What expenses will be paid for?

- Travel to include bus, train, taxi or car (car mileage will be paid at the HMRC travel rate of 45p per mile, which may vary from time to time). The preferential form of travel is that of the lowest cost, subject to 'convenience' and 'time-to-travel' factors.
- Volunteer subsistence which covers the cost of food and beverages if volunteers have to travel as part of their role (subsistence will be paid in line with HMRC rate, if receipts are not made available with the claim).
- Other expenses need to be agreed in advance and preferably in writing.

Where appropriate a valid ticket, receipt or copy invoice will need to accompany a claim for expenses.

Making a claim

When a volunteer wishes to make a claim they will need to fill out a 'Volunteer Expenses Form' which will be provided by Ratby Library & Community Group or available from our web site or at the administration desk in the library.

The claim should be handed to the Volunteer Coordinator, or, in his or her absence, to the Chair of Trustees. The Volunteer Coordinator must also ensure the appropriate cost codes are recorded against each line entry.

Expense forms should be completed monthly. The claim will then go before the next routine monthly meeting of the Trustees of the Ratby Library & Community.

Trustees making a claim

A Trustee making a claim for expenses incurred as a result of decisions taken, and work completed at Trustee meetings should hand their expense claim forms and receipts / invoices directly to the Treasurer. The Trustee must ensure each line entry carries the correct cost code. The Treasurer will check the correctness of the form and attachments before bringing it before the subsequent Trustee monthly meeting.

Approving a claim & Making Payment

All claims for payment, whether from suppliers via submitted invoices or volunteers and Trustees via the submission of expense claim forms will be discussed at the monthly Trustees' meetings.

If approved –

- Invoices submitted by suppliers will be paid against agreed terms of trading, or, if nothing is agreed end-of-month-plus-30-days (net monthly account) and
- Volunteer and Trustee expense claims will be paid immediately

The method of payment will be by cheque, or BACS if the claimant so prefers and has provided his / her banking details and permission for the payment to be made in this manner.

Cash can be paid in exceptional circumstances but only where the amount claimed is £10 or less; this is done entirely at the discretion of the Treasurer.

The Trustees of the Ratby Library & Community Group

All trustees have approved this Policy. They are: Mr Ken Hunnybun (Chair), Mrs Avril Hunnybun (Secretary), Nathan Dickman (Treasurer), Mr Daniel Green (Youth Trustee), Christine Reid (Trustee), Adrian Russell (Trustee).

RESPONSIBLE OFFICER	RESPONSIBLE OFFICER
Mr Nathan Dickman	27 / FEB / 2017

Review Date - Monday, 08 January 2018