

POLICIES AND PROCEDURES

Staff and Volunteer Expenses Policy

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Version	3
Approved at team meeting (date)	12/04/16
Cross Reference	Mileage claim form, Expenses claim form

Purpose of this document

To inform Aspired Futures (AF) staff and volunteers how to be reimbursed for costs they may incur as part of their job role and responsibilities.

Details of Policy

Travel and Transport

- Staff and volunteers who have to travel for genuine business reasons may claim mileage expenses at the rate of 40p per mile by completing the relevant mileage claim form. Mileage should always be kept to the absolute minimum for the journeys involve.
- All volunteers may claim their travel cost to /from the sessions they attend, prior approval should be obtained from the Service and Volunteer Manager. Claims for public transport costs will be paid only with prior approval of a senior management team member and can be processed only if the relevant tickets are provided.
- The cost of necessary car parking fees can be reclaimed on production of the valid receipt.
- The transport of children/young people to and from therapeutic sessions will normally be provided by AF company lease car, but where staff or volunteers have to provide this the mileage can be claimed at 40p per mile.

Training Courses

- Staff and volunteers are expected to utilise the most cost effective means of travelling to training courses. This includes car sharing or using public transport where appropriate.
- Travelling by car to local training courses, i.e. journeys of less than 30 miles return will be reimbursed at 40p per mile. For journeys over 30 miles return only the cost of fuel consumed will be reimbursed.
- Where public transport is used the cost of the fare will be reimbursed on production of the valid receipt.

Out of Pocket Expenses

- Staff and volunteers who incur genuine out of pocket expenses can claim reimbursement by completing the Expenses Claim Form and attaching receipts for the purchases.
- Such expenses may include, for example but not exclusively -
 - Refreshments or other necessary items for therapeutic sessions
 - Small stationery items
 - Cleaning materials.
- Volunteers should never incur out of pocket expenses without the prior approval of the SV Manager.

Please Note: Any discretionary payments can only be agreed by the Director of Services or Finance and Business Development Manager