



Cary Cares: Expenses Policy

This policy should be read in conjunction with Cary Cares Finance and other policy documents.

Trustees and volunteers are entitled and encouraged to claim all reasonable expenses incurred during their activities for Cary Cares.

1. General Information

- 1.1. Claims for the reimbursement of expenses must be submitted on the Charity's approved claims form (see attached) *Ad hoc* claims will not be considered.
- 1.2. Claims for the reimbursement of expenses must be accompanied by documentary evidence of the expense (*e.g.*: point-of-sale receipt, travel ticket, *etc*).
- 1.3. Where such evidence is not available the claimant must provide a written explanation to the Treasurer for approval;
- 1.4. The Charity reserves the right to decline to reimburse expenses for which reasonable documentary evidence has not been provided.
- 1.5. Volunteers' and Trustees' completed expenses claim forms must be authorised by the Treasurer and single claims in excess of £70 must receive additional authorisation from a second signatory.
- 1.6. All expenses claims must be submitted within 30 days of the relevant activity.
- 1.7. Expenses claim forms may also include claims for the reimbursement of goods/services purchased by the claimant on behalf of the Charity.
- 1.8. Claims for the reimbursement of purchases must be accompanied by documentary evidence of the each purchase (*e.g.*: point-of-sale receipt, travel ticket, *etc*).

2. Travel Expenses

- 2.1. Volunteers and trustees are eligible for reimbursement of travel costs in line with the HMRC MAP (Milage Allowance Payments) scheme. In order to be eligible to claim expenses, the trip must satisfy the following conditions:
 - 2.1.1. The charity's objective can't be fulfilled unless the trip is made
 - 2.1.2. The volunteer needs to be somewhere other than their usual workplace to carry out the activity.
- 2.2. In addition, travel expenses **will not** be covered by the charity if they:
 - 2.2.1. Are part of a daily commute between an office and a private residence, or any other place that's not a permanent office
 - 2.2.2. Are extremely short (just down the road, for example) and walking would be a reasonable alternative.
 - 2.2.3. Are private journeys with one or two work-related stops. The primary purpose of the trip must be to fulfil the charity's objective.

3. Calculating your mileage allowances

- 3.1. The current expenses rates for cars and vans is **45p** per mile.
- 3.2. All journeys need to be logged with a date, purpose, start point, destination and total miles travelled.
- 3.3. You may only use your private car in connection with Charity business if, at the time of each journey, it has a valid: (a) certificate of insurance for the kind of journey involved; (b) road tax (if required); (c) MOT certificate (if more than 3 years old).
- 3.4. Parking costs incurred when on charity business will be reimbursed, provided supported by a relevant valid receipt

4. Subsistence

- 4.1 Subsistence costs (*e.g.*: for refreshments), supported by a valid receipt can be claimed when a volunteer is on authorised Charity business away from his/her home or normal place of work for more than 4 consecutive hours.

5. Telephone Calls

- 5.1 The Charity will reimburse trustees and volunteers for the actual costs of calls made from their personal telephones made whilst carrying out work for the charity. This includes calls made on a home or mobile telephone or in a public call box.
- 5.2 No 'reimbursement' will be made for the notional cost of calls which incurred no actual cost to the claimant because they were covered by a contract which included an allocation of 'free' calls;

6. Other Types of Expenses

- 6.1 The above examples of expenses claims are illustrative, not definitive. Expenses not detailed above will only be paid if authorised (in advance, whenever possible) by the Treasurer or, if not available, a Trustee. Items of expenses may include for *e.g.* publicity materials, printing costs, room hire.

7. *Monitoring and Reviewing*

7.1 Cary Cares' board of trustees is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. They will assess its suitability, adequacy, and effectiveness.

Any need for improvements will be applied as soon as possible. Volunteers are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the board of trustees.