



Making holidays accessible

## Expenses Policy

### Introduction

The Trust acknowledges that volunteers contribute in many ways, that their contribution is unique, and that volunteering can benefit users of services, local communities and the volunteers themselves. The Trust values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are people who are, unpaid and of their own free will, contribute their time, energy, skills and own resources to benefit the Trust and community.

It is Lyneal Trust's policy to reimburse all reasonable expenses incurred when requested to carry out the Trust's business. As a charity, it is the Trust's duty to minimise expenditure that is not directly charitable. Trustees, officers and volunteers are expected to keep expenses incurred to a minimum and record, explain and justify such expenses properly.

Any expenses claimed are subject to the individual's responsibility to declare to them to HMRC as they may be classed as benefits and taxable.

### Reimbursement of Expenses

Trustees, officers and volunteers may claim out of pocket expenses when they are involved in any activities requested by the Trust. The expenses paid will be actual costs incurred. All expenses claimed should be supported by valid receipts as evidence of expenditure.

The expenses that can be claimed are listed below:

- travel to and from the place where the activity will take place not including Lyneal Wharf (see below)
- meals taken during the course of the activity where the activity is more than 4 continuous hours (up to £5 is recognised as reasonable for up to 5 continuous hours)
- postage, stationery and telephone costs relating to the activity
- care of children and other dependants during the period of the activity (see below)
- the cost of protective or special clothing
- other pre-approved expenses

If unsure whether expenditure is valid, please check with the volunteer coordinator.

### Rates for claiming Expenses

#### Travel

Expenses will be reimbursed for any travel incurred to and from the place where the requested activity not including Lyneal Wharf. Travel expenses will be reimbursed at the following rates:

- Public transport fares. Second class fares will be reimbursed on production of receipts/ tickets.
- Mileage allowance at 25p per mile for use of own transport.
- Care of children during the period of the requested activity.

If childcare is required whilst undertaking requested activities for the Trust, the cost of the care may be claimed.

Advice should be sought from the volunteer coordinator. If approved, a registered childcare provider must be used, to claim this cost back. Childcare costs will be reimbursed for up to £4 per hour per child (1 to 4 hours), £3.50 per

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hour per child (5-8 hours) and over 8 hours per child £28 per day. The claim must be supported by valid documentation (receipts, invoices or timesheets) detailing the date and duration of the childcare provision.

**Payment of expenses**

To claim expenses, an expense claim form (which can be requested from the volunteer coordinator) must be completed. Once completed, expenses will be processed promptly. Claims will be paid by cheque or bank transfer. It may be possible, in some circumstances, to claim expenses in advance. Advice should be sought from the volunteer coordinator.