**Expense Policy for <name of group>**

**1. Purpose**

This Expense Policy sets a framework for claiming expenses incurred on behalf of <name of group>. The policy ensures volunteers act reasonably when incurring expenses and achieve value for money.

**2. Scope**

This policy applies to all volunteers of <name of group> . It also applies to contractors such as paid translators.

**3. Expenses**

When incurring expenses, as defined by the list provided below, it is not necessary to obtain approval from a budget holder in advance of incurring the expense. Provided that the most economical option and limits are observed, all expenses reasonably incurred while on <name of group> will be reimbursed. Claims must be supported by detailed receipts unless specified.

For any expenditure, incurred on behalf of <name of group> that does not fall within the normal definition of an expense, <name of group> policy on procurement applies and it is imperative that approval is obtained from a budget holder in advance of incurring the expenditure.

**4. Procedure**

When you make any group-related trips or purchases, the group lead will typically arrange for most of your transportation costs and document these expenses. You need to:

* Document any expenses that the group hasn't directly arranged for (e.g. cab fares) Please ask for bills and receipts (VAT) whenever you can. You might also receive a per diem sum to cover other necessary travel expenses.
* Submit your reimbursement claim through <agreed method> or submit an expense report with all necessary documentation. Please submit your claim/report within <x weeks> after your trip/purchase.

The group lead is responsible for approving reimbursement claims. If the group lead approves your expenses, you will receive your reimbursement within <time period> <by payment method.>

When you incur work-related expenses, you should:

* Ask for your group lead’s approval.
* Submit a reimbursement claim. Please submit receipts and bills within <time period>.
* We'll investigate any excessive expenses. In cases of consistent falsified or exaggerated claims, we may take disciplinary action.

*<Adapt this list as required>*

|  |  |
| --- | --- |
| **REIMBURSABLE EXPENSES** | |
| **Category** | **Maximum price** |
| Leaflet printing | *<£-->* |
| Transport costs\* | *<£-->* |
| Catering for events | *<£-->* |
| Venue hire | *<£-->* |
| 1 x drink at cafe when meeting for group activity | *<£-->* |
|  |  |
| **NON-REIMBURSABLE EXPENSES** | |
| Gifts for the family | |
| Travel to and from the family home or group meetings | |
| Additional food or drink costs not specified above | |
| Furniture and other household items that are not approved in advance | |
|  | |
|  | |

*\*Transport costs exclude* *visiting the family home or attending group meetings. E.g. Taking the family on a pre-arranged trip to the seaside. On these occasions we expect you to use the cheapest and safest available option. A taxi would be considered reasonable if you have large items to carry, or for safety late at night. If you travel by car, we will reimburse 45p per mile.*

**Expenses Form for <name of group>**

**Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Purchase | Description | Receipt? ✔ | Amount |
|  |  |  | *£* |
|  |  |  | *£* |
|  |  |  | *£* |
|  |  |  | *£* |
|  |  |  | *£* |
|  |  |  | *£* |
| **TOTAL** | | | *£* |

**Bank Details**

|  |  |  |
| --- | --- | --- |
| **Name on Account:** | **Account No:** | **Sort Code:** |

**Signed: Date:**

**Authorised by : Date:**

**Received : Date:**