

## Volunteer Expenses Policy & Procedure

Created Feb 2018 | Next review date Jan 2019

Elmbridge CAN values its volunteers. We recognise that volunteers will incur expenses and we aim to reimburse all reasonable expenses as swiftly and simply as possible, while maintaining adequate control and providing transparency to our stakeholders. In order to claim, an Expense Claim Form must be submitted.

Elmbridge CAN relies entirely on donations and grants. We have a responsibility to our funders and to the refugees we support, to make sure that funds stretch as far as possible. To help us do this, please follow these simple guidelines:

- If using public transport, where possible please travel off-peak and purchase the cheapest ticket in order to complete your journey e.g. travel cards and/or family tickets.
- For sightseeing and orientation trips, where possible, please visit free attractions and consider taking packed lunches (the cost of which can be claimed back) instead of eating in cafes or restaurants.
- When driving/accompanying a refugee to a hospital or other appointment, please check whether there is free parking nearby and use this where possible. In some cases, mileage may be claimed (at the rate of 45p per mile) for essential trips transporting the families and individuals we support (the beneficiaries).
- If in doubt as to whether an expense can be claimed, please discuss fully with your allocated Volunteer Manager when you seek pre-approval.

## HOW TO CLAIM

1. Get it approved. All expenditure over £10 MUST be approved in advance by a member of the Steering Group (this would usually be your allocated Volunteer Manager).
  - a. Expenditure in excess of £200 requires the prior written approval of two Steering Group members.
  - b. Please email the approver with details of your proposed expenditure and wait for a written response before committing to the expenditure.
  - c. Elmbridge CAN cannot accept liability for expenses over £10 that have not been approved in advance.
2. **Complete the form.** Complete the 'Cash advance / Expense claim form' and submit it together with receipts to the appropriate SG member.
  - a. For expenditure of £200 or less forms can be submitted via email to the appropriate SG member with electronic copies of the receipts.
  - b. For expenditure over £200 the form must be signed and accompanied by original copies and sent to: Elmbridge CAN, PO Box 112, East Molesey, KT8 8EN.
  - c. All claims must be made within 1 month of the expense being incurred.
3. The approving SG member(s) will forward this to the Treasurer for payment.
4. **Payment** will usually be made within 10 days of the month end, provided the claim form is received before the month end.
5. **Cash advances.** Cash may also be given in advance for volunteer expenses. The procedure for obtaining authorisation is the same.
  - a. The Claimant must provide receipts (via email when less than £200) and/or reimburse the Cash Advance within 14 days of the expenditure date on the form.
  - b. Advances in excess of £200 are not permitted.

## WHO CAN APPROVE EXPENDITURE

The following Steering Group members are authorised to approve expenditure (expenses over £200 need the prior written approval of two SG members):

- Vicki Felgate – [vicki.felgate@elmbridgecan.org.uk](mailto:vicki.felgate@elmbridgecan.org.uk)
- Jeannie Tweedie – [jeannie.tweedie@elmbridgecan.org.uk](mailto:jeannie.tweedie@elmbridgecan.org.uk)
- Becky Hill – [becky.hill@elmbridgecan.org.uk](mailto:becky.hill@elmbridgecan.org.uk)
- Steve Wells – [steve@wellsandcompany.co.uk](mailto:steve@wellsandcompany.co.uk)
- Sam Underwood – [sam\\_underwood25@hotmail.com](mailto:sam_underwood25@hotmail.com)

### Expense Claim / Cash Advance Form (Please delete as necessary)

Actual or Estimate? A/E	Date	Description	£ Amount £	Receipts attached?
		<i>For pre approved mileage claims, please enter details of journey, number of miles and claim rate.</i>		
			£	

**Notes:**

1. Please do not mix cash advance claims with expense claims.
2. See separate form for applications to the RSF fund: [www.elmbridgecan.org.uk/support-fund.html](http://www.elmbridgecan.org.uk/support-fund.html)
3. Expenditure should be approved in advance and receipts produced when claiming. In the case of Cash Advances the Claimant must provide receipts and/or reimburse the Cash Advance within 14 days of the expenditure date below.
4. Claims of £200 or less can be forwarded by email to the authorising person with scanned receipts. Claims of £100 or less need one authorising signature and claims in excess of £100 need two. The person(s) authorising must state the amount authorised in the covering email and forward the claim with receipts to [corptreasurer@aol.com](mailto:corptreasurer@aol.com).
5. Claims in excess of £200 must bear the original Claimant and Approver signatures together with receipts and be sent to Elmbridge CAN, PO Box 112, East Molesey, KT8 8EN.

<i>Expenditure Date:</i>	<i>Claimant (name and signature):</i>	<i>Email:</i>	<i>Mobile:</i>
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<i>Payment Details:</i>			
<i>Bank Name:</i>	<i>Account Name:</i>	<i>Account No:</i>	<i>Sort Code:</i>

<i>Date:</i>	<i>Approved by (name and signature):</i>	<i>Email:</i>	<i>Mobile:</i>
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**OFFICE USE ONLY:**

<i>Email Dates:</i>	<i>Date and Amount Paid:</i>	<i>Receipts verified?</i>	<i>Surplus Recovered?</i>
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