

EXPENSES POLICY

W12Together exists to support and develop local communities to create a strong, vibrant and engaged community. Volunteers play a pivotal role within W12Together and we believe that finance should not be a barrier to involvement and are committed to enabling local people to volunteer within the organisation. As such we provide out of pocket expenses to volunteers.

'Volunteers' includes the W12Together Board.

W12Together only pays volunteer expenses to volunteers carrying out agreed activities for the group. All out of pocket expenses are only claimable against receipts.

What will we pay out of pocket expenses for?

Travel Expenses

1. Public Transport

Volunteers are expected to make use of public transport where it is available, unless its use results in considerable inconvenience, expense or if it is not a viable option due to a disability. The following traveling expenses will be reimbursed:

- ◆ Rail fares. Standard class fares.
- ◆ Bus and underground fares. Expenses can be claimed as incurred providing they relate to the volunteering role (Volunteers should keep their bus and train tickets)

Travel fares over the one day off peak travel card zones 1-6 need to be agreed

Oyster cards are to be used where possible.

Taxi fares.

- ◆ If it is known in advance that a taxi is required, volunteers should contact relevant staff member or the Chair/Treasurer to agree this expense.

2. Private Transport

Volunteers may use their cars for authorised journeys connected with their Volunteer Role. The current mileage rate is:

Car - 45p per mile

Motorbike 24p per mile

Bicycle 20p per mile

When journeys could reasonably and more cheaply have been undertaken by public transport the payment will not exceed the equivalent fare.

Subsistence Expenses

Volunteers carrying out their role for 4 hours or more may claim **£5.00** towards their lunch.

Childcare

You must be the parent or guardian of the children for whom childcare is provided

The maximum payable rate per hour is £10.00

Care arrangements for a dependent (This must be agreed in advance)

You must be the carer of the person for whom the care is provided

The maximum payable rate is £15.00 per hour

Expenses can only be paid for care provided by an officially registered carer

Reimbursement cannot be made for informal arrangements with friends or family members.

How to claim expenses

Receipts must be supplied for all expenses and **expenses over £75 will require Chair/Treasurer approval**

Expenses will only be paid on completion of a claim form and will be paid by Bank Transfer (BACS)

Expenses in advance

Cash advances are not normally permitted. However, if there is an exceptional circumstance please contact the Chair/Treasurer of W12Together or an appropriate member of staff to discuss what help might be available. Approval will need to be given by the Chair/Treasurer of W12Together.