



Expenses Policy

1. Purpose and Scope

This policy sets out the principles and procedures for claiming and reimbursing expenses incurred by staff, volunteers, and trustees while carrying out activities on behalf of Gamesley Community Group CIC (GCG). The purpose is to ensure fairness, transparency, and proper use of the organisation's funds.

This policy applies to:

- All employees and sessional workers
- All volunteers engaged in GCG activities
- All trustees and board members

2. Principles

- No one should be left out of pocket as a result of their role with GCG.
- Expenses will only be reimbursed if they are necessary, reasonable, properly evidenced, and approved.
- GCG operates a reimbursement system, not an advance payment system (except by prior agreement).
- Claims must be made promptly, ideally within one month of the expense being incurred.

3. Types of Expenses Covered

a. Travel

- Public Transport: Standard class fares only; receipts or tickets required.
- Private Car Use: Mileage reimbursed at 45p per mile (or HMRC-approved rate). An additional 5p per mile per passenger may be claimed when travelling together on GCG business.
- Parking: Reasonable parking costs reimbursed with receipts.
- Taxis: Only reimbursed when public transport is impractical or for safety reasons, and must be authorised in advance.
- Bicycle Travel: Reimbursed at 20p per mile.

b. Subsistence (Meals and Refreshments)

- Light refreshments or meals may be reimbursed if travel or work requires attendance away from home/base for over 4 hours.
- Maximum claimable amounts:
 - Breakfast: £5 (if leaving before 7am)
 - Lunch: £7
 - Evening meal: £15 (if returning after 7pm)
- Alcoholic drinks will not be reimbursed.

c. Training and Conferences

Costs for registration, travel, and subsistence may be reimbursed if pre-approved by a line manager or trustee.

d. Equipment, Materials, and Stationery

Purchases of tools, materials, or stationery must be pre-approved and accompanied by receipts. Where possible, GCG will purchase such items directly rather than reimbursing individuals.

e. Volunteer Expenses

Volunteers can claim:

- Travel to and from volunteer activities
- Meals or refreshments (if working more than 4 hours)
- Out-of-pocket costs for agreed activities (with receipts)

Volunteers should not be paid a flat-rate or honorarium, as this may affect benefits or create employment implications.

4. Authorisation and Payment Process

- Expense claims must be submitted using the GCG Expense Claim Form.
- All claims must include original receipts or digital copies.
- Approval hierarchy:
 - Staff: Approved by line manager or project lead
 - Volunteers: Approved by volunteer coordinator or staff lead
 - Trustees: Approved by the another trustee
- Payments will be made by bank transfer within two weeks of approval.

5. Non-Reimbursable Expenses

The following will not be reimbursed:

- Alcoholic beverages
- Fines, penalties, or parking tickets
- Personal items or clothing (unless agreed as uniform or protective wear)
- First-class travel
- Unauthorised purchases

6. Record Keeping and Audit

All expense claims and supporting documentation will be retained for at least six years in line with HMRC and company accounting requirements. The Treasurer and/or Finance Officer will review expense claims periodically to ensure compliance.

7. Policy Review

This policy will be reviewed annually by the Board of Trustees to ensure it remains appropriate, transparent, and in line with best practice.