



## **EXPENSES POLICY**

1. **Introduction.** The Christchurch Community Partnership (CCP) is reliant on the support it receives from its volunteers to deliver its Management Plan. This document details the Volunteer Expenses Policy and provides guidance on how this it is to be implemented and applied.
2. **Expenses Policy.** The Policy is that Volunteers delivering projects should not be out of pocket or enjoy any financial gain when working voluntarily on CCP business. The Partnership will reimburse volunteers for all travel and expenses incurred under approved projects and for postage, phone calls, stationery and related expenses incurred while delivering that project. Expenses will also be reimbursed where a member is nominated to represent the Partnership outside the Borough.
3. All expenses, up to a given sum, are to be approved by one of the Executive Officers / Trustee prior to the event; exceptionally this can be waived by the Treasurer given appropriate mitigation. The actual expenditure claim, supported by receipts, is to be endorsed by either the Project Leader / Executive Officers / Trustee.
4. Expenses will not be reimbursed for attendance at BoT and other meetings. Attendance at **all** of these meetings would be considered as a voluntary contribution by all members of the Partnership.
5. The following principles should also be considered for all expenses:
  - a. Volunteers should be able to satisfy themselves and members of the Partnership that they can justify any claims made for the payment of expenses;

b. The Partnership has a responsibility to its funding partners to ensure that all expenditure on travel and subsistence is properly incurred and represents “value for money”.

6. **Guidance on Travel**

a. Travel by car is acceptable where it is more efficient and economical than public transport. For example, where there are no appropriate public transport routes; where the volunteer is travelling with large files/equipment; and where there are time/cost savings. Where a private car is used for Partnership business the volunteer should ensure that the car is covered for such use within the terms of the insurance policy. No charge should be made to the Partnership to cover insurance charges. Current Government rates will apply ([www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax](http://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax))

b. Rail travel is also acceptable however only standard class will be refunded. Advantage should be taken of concessionary fares, cheap day tickets and rail card options where appropriate.

c. Use of Buses and Taxis are acceptable especially for shorter journeys and where practical (eg volunteer not licensed/able to drive). Volunteers are particularly asked not to use taxis for long distance journeys except where the cost of the taxi is more economical than other means of transport and should be approved by Project Lead, Action Group Chair or Volunteer Coordinator before travel.

7. **Guidance on Meal and Accommodation Expenses.** Actual expenditure may be claimed to cover reasonable expenses incurred for meals and accommodation while representing the Partnership and where such facilities are not provided.

8. Generally, volunteers should aim to return within the same day when on Partnership business without incurring overnight accommodation expenses. In instances where overnight accommodation is required, the Partnership Support Office will book the accommodation. If this is not possible for whatever reason,

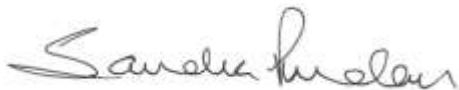
volunteers will be able to claim for accommodation, including VAT and breakfast, where applicable.

9. **Guidance on Other Expenses.** The Partnership will also reimburse reasonable and actual costs for postage, phone calls, stationery and related expenses incurred while delivering a project under which the volunteer is identified as a member of the project delivery team.

10. **Making your Claim.** All claims are to be made on the Expenses Claim Form, with the details of the expenditure supported by receipts. Telephone calls will be reimbursed when supported by itemised bills. Valid VAT invoices or receipts must support all expense claim forms. The Partnership will however accept un-receipted expenses up to a maximum of £10 providing a reasonable explanation is provided for the absence of a receipt.

11. The Partnership makes all payments by cheque/cash.

12. Any disputes on claims should be made to one of the 2 Executive Officers by email ([contact@christchurchcommunitypartnership.org.uk](mailto:contact@christchurchcommunitypartnership.org.uk)).



Reverend Sandra Prudom  
Chair – Christchurch Community Partnership  
22 Jan 13



**Building a Better Christchurch Together**

[www.christchurchcommunitypartnership.org.uk](http://www.christchurchcommunitypartnership.org.uk)

# Volunteer Expenses Claim Form

This form is to be used to record those expenses incurred by Volunteers in accordance with the Christchurch Community Partnership's Volunteer Expenses Policy. It should be noted that expenses need to be approved by a Trustee or a Voluntary Executive Officer before money is expended. Forward completed form to the Partnership's Treasurer.

Name: \_\_\_\_\_ (Claimant)

Name: \_\_\_\_\_ Sig: \_\_\_\_\_ Sum Approved: \_\_\_\_\_

Date	Details of Expenditure Incurred	Project Name	Amount (£)
	NB Mileage claims must show number of miles travelled		
<b>Total Expenses</b>			

I am making this claim for expenditures incurred while on duty as a volunteer with Christchurch Community Partnership and in accordance with the Partnership Volunteer Expenses Policy.

Signature \_\_\_\_\_  
Claimant

Signature: \_\_\_\_\_  
Project Lead/Executive Officer/Trustee

*Claimant – please enter your full postal address so the cheque can be sent to you. We do not record your details, so please complete every time*