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**ST MATTHEWS BIG LOCAL (LEICESTER) (SMBLL)**

**Expenses Policy**

**Introduction**

SMBLL values its volunteers, staff and Trustees and we want to ensure that there are no barriers to involvement with the charity. All reasonable out-of-pocket expenses incurred in the course of a your role, will be reimbursed, including expenses for travel. In order to claim expenses, an expenses form must be completed and handed to the Manager. This process will also be explained during induction process.

**Scope**

This policy is relevant to all volunteers and staff. This definition includes management committee members as volunteers.

**Activity covered by this policy**

Any involvement/activity as agreed between the volunteer and Manager or Chairperson.

**What expenses will be paid for?**

* Travel to include bus, train, taxi, bike or car (car mileage will be paid at the HMRC travel rate of 45p per mile, Bike rate at HMRC at 20p per mile).
* Volunteer subsistence which covers the cost of food and beverages if volunteers have to travel as part of their role (subsistence will be paid in line with HMRC rate – Details are available from manager)
* Other expenses need to be agreed in advance with the Manager or Chairperson.

Where appropriate a valid ticket normally, receipt or copy invoice will need to accompany a claim for expenses.

**Making a claim**

When making a claim they will need to fill out a ‘Volunteer Expenses Form’ which will be provided by the Administrator (see appendix 1) or can be downloaded from the St Matthew’s Big Local website.

Expense forms should be completed by the end of each calendar month

The Manager will be responsible for signing and authorising payments for volunteer expenses. In the absence of the Manager authorisation can be given by the Chair of the management committee or Treasurer.

When an expense form has been completed and authorised a payment will then be made to the volunteer either by cash, cheque or into their bank account (where bank details and permission have been given).

Dated: 9.3.20

Signed :

Mr Lee Nicholls

Chairperson

Review Date: March 2021

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**Appendix 1**

**Volunteer Staff and Board of Trustees Expenses Claim Form**

St Matthews Big Local (Leicester)

This form is to be used to record those expenses you incur while volunteering / working for St Matthew’ Big Local (Leicester) for which you wish to be reimbursed. The form should be received by the end of each calendar month for which you are claiming expenses. Payment will then be forwarded to you by cheque, cash or BACs payment by the end of the month.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  | **Type of Expense** | **Amount** | **Budget Code** |
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|  |  |  |  |
| **Total**  |  |  |

Expenses will be reimbursed on production of the relevant receipts. Please remember to keep receipts, bus tickets

**These represent an accurate account of my out of pocket expenses.**

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Name of claimant - Authorised by (Manager, Chairperson or Treasurer)

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Signature Date

Address of Claimant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For BACS payments.

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code: \_\_\_/\_\_\_/\_\_\_\_