

VALEWAYS

Expenses Policy

Adopted August 2021

Updated December 2023

Purpose

The purpose of this policy is to provide a clear set of rules for all Valeways volunteers including the trustees to ensure that volunteers do not inadvertently incur expenses which we can neither justify nor reimburse. All volunteers are entitled to be reimbursed for out-of-pocket expenses which they legitimately incur while promoting and supporting the delivery of the charity's objects.

The work of Valeways is critically dependent on our extensive network of volunteers, and we are very grateful to our volunteers for providing their time to support the charity. The options open to Valeways volunteers incurring expenses are to:

- meet their travelling costs and incidental expenses from their own resources, without reclaiming these, or
- claim their travelling costs and incidental expenses, or
- claim their expenses and choose to donate their expenses back to the charity saving the cost but also allowing Valeways to reclaim Gift Aid on their donations.

Historically walk leaders and those involved in Walk & Clear have not claimed their travelling costs and incidental expenses and this has helped Valeways minimise costs particularly when funding became restricted. Some of the more recent projects have provided funding for limited volunteer expenses and in these circumstances the charity would encourage expense claims to be submitted.

Scope

All Valeways volunteers including trustees are entitled to be reimbursed by the charity for all travelling and other expenses incurred by them in carrying out their duties, on submission of a claim form and relevant supporting records and receipts. Expense claim payments will be

authorised as part of the bank payment processing procedures operated by Valeways. Other expenses may include items purchased from retail outlets and the internet and these need to be supported by physical receipts or order details printed from the internet. The procedures for claiming expenses, and the authorisation and payment of expenses is detailed below.

Subsistence costs, taxi fares, telephone costs and parking costs will not normally be reimbursed, and would require pre-authorisation by a trustee. However, trustees can claim subsistence, childcare and respite care costs. Only actual costs incurred can be reimbursed, expenses do not represent a reward or compensation for loss of time.

Please note, Valeways does not hold any Business Class motor insurance, so volunteers should check that they are fully covered with their insurance company, if they are using their car on the charity's business.

Expense Claim Procedures

- Volunteers must claim expenses by completing the Valeways Mileage Form or the Sundry Expenses Form, available in electronic form from Carolyn Gully (email info@valeways.org.uk), and also included as the end of this policy document.
- Only expenses submitted on the relevant forms will be reimbursed. Details should be given of the event, meeting or function attended. Mileage claims need to state the start and end point of journeys. Expense claims should be accompanied by invoices or VAT receipts if available.
- Expense claim forms should be submitted via email to info@valeways.org.uk and any supporting invoices or VAT receipts sent as attachments or paper copies sent to the office. Volunteers may submit paper copies of the Claims forms to the office for reimbursement, these should always be signed by the volunteer.
- All claims should be made within 3 months of the expenses being incurred. This period may be extended if expenses are being claimed and donated back to the charity.
- Normally purchases being reimbursed will have been authorised by the trustees in advance. If a volunteer is in any doubt about the validity of a purchase for the charity, they should get authorisation in writing from a trustee in advance.
- Travelling and incidental expenses do not need to be authorised in advance, but the trustee authorising the payment will ensure that the reimbursement meets the requirements of this Expenses policy.
- The standard car mileage rate for volunteers travelling for Valeways duties is 45p per mile. Receipts do not need to be submitted for travel expense claims.
- All fields on the Valeways Mileage Form and the Sundry Expenses Form should be completed, including the bank details for reimbursement.

Expense Reimbursement Procedures

- All claims submitted for the reimbursement of expenses incurred on Valeways activities and/or purchases made on behalf of the charity will be checked against this policy before being authorised for reimbursement.
- Claims which are not in the prescribed form, incomplete (e.g., missing the required supporting documents), inaccurate or otherwise not compliant with this policy will be queried with the person submitting them.
- Valid claims will be authorised for reimbursement as soon as is reasonably practical after receipt. Payment will usually be made by BACS transfer directly to the claimant's bank account, as stated on the claim form.

Claiming Expenses and Donating them back to Valeways

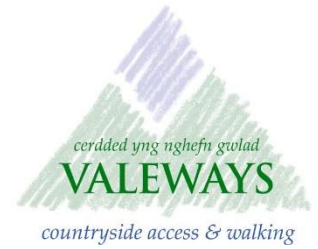
- HM Revenue & Customs allow Gift Aid to be claimed on donations from tax paying individuals, but the expenses must be claimed and paid and the donation has to form a separate transaction.
- Volunteers choosing to donate their expenses back to Valeways can submit individual claims for purchases or submit a Claim form every three months detailing their travelling and expenses, and as soon as this is settled can donate the amount back to the charity. The expenses Claim period can be extended to every six months if they are being donated back to Valeways.
- Both the payment of expenses and the donation should be done by on-line BACS transfer.
- The Valeways Treasurer and Administrator will ensure that the relevant paperwork and records are maintained to account for the transactions and reclaim the Gift Aid.

Policy Review

The Trustees have a responsibility to review this policy every two years.

Copies of all other Valeways policies are available on the Valeways website.

VOLUNTEER MILEAGE EXPENSES FORM



Name:

Month:

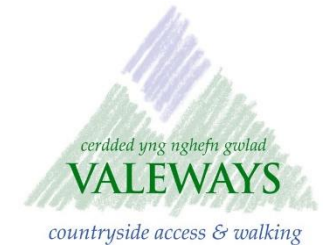
Date	Mileage * From	To and return from	Reason	Miles	Cost
				TOTAL	

SIGNED:

TO BE SETTLED BY BACS TO SORT CODE: ACCOUNT NUMBER:

* 45P PER MILE

VOLUNTEER SUNDRY EXPENSES FORM



Name:

Month:

Date	Supplier *	Details	Reason	Cost
			TOTAL	

SIGNED:

TO BE SETTLED BY BACS TO SORT CODE: ACCOUNT NUMBER:

* A SUPPLIER INVOICE OR RECEIPT MUST BE PROVIDED