

Expense Policy

POLICY STATEMENT

We appreciate that volunteers offer their time and we don't expect them to be also out of pocket, we recognise that Trustees and Volunteers are entitled to be reimbursed by the Charity for travelling and other out-of-pocket expenses, which they legitimately incur whilst promoting and supporting the delivery of the charity's objectives. We also appreciate volunteers who choose to 'donate' any expenses incurred by not claiming them back.

1. Scope of Policy

The Charity will pay for legitimate and reasonable expenses incurred as defined, no other expense will be authorised, without the prior approval of the Treasurer.

1.1 Travel Expenses

Public transport should be used if practical. When it is not practical, travel by private vehicle is allowed and a mileage allowance (at the HMRC rates) will be paid. Parking costs incurred when on charity business will be reimbursed.

The Charity will only allow for volunteers to use taxis for local journeys and for an emergency, for example for the immediate welfare of an animal or leaving / arriving at the sanctuary and deemed in the interest of the charity by a Trustee.

1.2 Consumables

- Stationary - postage, stamps, envelopes - Can be claimed for volunteers carryout administration work as part of their role.
- Pet food, cat litter – only by exception and as a last resort. Normally the Charity would purchase on account and pay the wholesaler directly. This is a much cheaper option for the charity.

The Charity will reimburse for the actual costs of calls made from their personal telephones made whilst carrying out work for the charity because Charity-provided telephone services were not available. This includes calls made on a home or mobile telephone or in a public call box, but does not include any portion of the fixed phone or line costs.

No 'reimbursement' will be made for the cost of calls which incurred no actual cost to the claimant because they were covered by a contract which included an allocation of 'free' calls.

1.4 Veterinary Treatment

Volunteers should not pay for any vets treatment as the Charity has accounts with authorised vets and will settle them directly. Only in exceptional circumstances and for life-saving treatment only, will the Charity consider paying vets bills as expenses.

2. Procedure for Reimbursement of Expenses

2.1 Claim Application

Step 1 – Fill out an expense form.

Step 2 – Submit the signed, completed form along with evidence of the expense, to the Treasurer.

Step 3 – When authorised, Treasurer will pay expenses to claimant.

Step 1 – Claims must be submitted on the Charity's approved claims form which can be filled out electronically or in pen. Full details of each claim should be added to the expense form, including the dates, claim category, mileage and journey details. The journey details include reason for the journey as well as start and finish locations.

Step 2 - Claims for the reimbursement of expenses must be accompanied by documentary evidence of the expense (e.g. VAT receipt). Where such evidence is not available the claimant must provide a written explanation to the Treasurer for approval.



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Completed expense forms can be sent by post to the Charities address or scanned and emailed to info@brinsleyanimalrescue.org. Expenses claims must be submitted within 30 days of the relevant activity. Expenses may only be claimed later than 30 days with prior approval from the Treasurer.

The Charity will not reimburse any claims made that cannot be reasonably explained, justified or quantified.

Step 3 – 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. Alternatively payment can be made by cheque or, in the case of small claims (less than £5) may instead be made by cash, where appropriate.

Please note that any donations or monies received, should be sent to the Charity and not used to offset expenses.

We are a Charity with limited funds, strict accounting requirements and using good business practice. We hope you'll understand why we must review all claims prior to any reimbursement and, if necessary, to query them. It's not our intention to cause any embarrassment or concern and we thank you for your assistance.

If you have any doubts on what can be claimed, please contact the Treasurer **prior** to them being incurred. Items such as collars, pet carriers, pet bedding and bowls etc are often available or can often be sourced cheaply via the Charities suppliers.



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EXPENSES CLAIM FORM – MILEAGE

Name		Telephone No.	
Dates	Journey details	Mileage	£ Total (mileage @ 45p)
Total			

Signature

Date

I confirm that the above is a true account of expenses incurred whilst carry out charity business.



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EXPENSES CLAIM FORM – MISCELLANEOUS

Expense Category	Dates	Details	£
		Total	

Signature

Date

I confirm that the above is an true account of expenses incurred whilst carry out charity business.