

Scope of this Policy

Every volunteer is entitled to claim out of pocket expenses.

In general any reasonable expense incurred as part of the face to face engagement should be reimbursed;
Volunteers cannot claim expenses if being paid by another organisation to provide voluntary services;
Volunteers cannot claim expenses for attending open or public engagement activities, such as Bristol City Council meetings, as these are open meetings which people choose to attend of their own volition.

However, there may be exceptions to this, for example where a volunteer is invited to actively participate in the organisation and running of the face to face activity – if this should occur a conversation should take place prior to that activity between Skemer Community Boxing Club CIC management and the volunteer.

The payment rates for Skemer Community Boxing Club CIC volunteers outlined below are also in line with Volunteering England payment rates and HM Revenue and Customs (HMRC) approved mileage rates.

What out of pocket expenses can be reimbursed?

Travel and parking, including alternative transport arrangements were necessary;
Subsistence, if attendance (including travel) exceeds five hours and refreshments are not provided at the venue, expenses for refreshments;
Incidental costs such as printing, postage and telephone calls.

Please note – all expenses except mileage should be submitted with receipts and expenses claimed within three months.

Travel expenses

Volunteers are encouraged to use public transport or the most cost effective, environmentally friendly form of transport where practical. Where this is not the case, due to disability or caring responsibilities or remoteness of the venue, then people can claim a mileage rate.

Mileage rates are:

Mileage rates:	
Car	40p per mile
Motorcycle	24p per mile

Travel expenses to be reimbursed include travel by own car, motorbike, bicycle, bus or train.

If using public transport wherever possible volunteers should use a bus or train (2nd class unless exceptional circumstances – see below).

If this is impractical and a volunteer needs to use a taxi, for example, unable to use other forms of public transport due to disability or public transport does not operate at a suitable time, this should be discussed with Skemer Community Boxing Club CIC management. When a taxi is used for face to face engagement, where possible the taxi should be pre arranged by Skemer Community Boxing Club CIC and fares paid directly to the firm.

Other expenses

Parking costs will be met for the duration of the meeting, but not parking fines. A receipt or ticket should be produced and attached to the claim form for reimbursement. Subsistence covers meals and drinks costs when these are not provided during the face to face engagement. A guideline for these costs is: a maximum of £5 for lunch or breakfast and £10 for an evening meal.

These will only be payable when the activity and travel time together exceed 5 hours and no provision is made at the venue/event. We would expect people to exercise sensible moderation in respect of dietary needs, and value of the meal.

Agreed attendance at conferences or external meetings on behalf of Skemer Community Boxing Club CIC

If a volunteer is to attend an event on behalf of Skemer Community Boxing Club CIC, expenses and the cost of the event will always be reimbursed. Skemer Community Boxing Club CIC should aim to arrange prepaid travel, accommodation and meals where possible to keep the out of pocket expenses low for the individual(s).

No event or accommodation costs can be covered without prior agreement. If interpretation or different formats are required then the Skemer Community Boxing Club CIC will pay invoices in the usual way.

Incidental costs (such as for photocopying, postage, telephone calls etc.)

In general, Skemer Community Boxing Club CIC will reduce to a minimum any need for volunteers involved to require external resources by providing a free post address or arranging for stamped addressed envelopes, printing copies of documents and providing photocopying facilities, etc.

Additional payment

Should there be any question of any other additional payment in relation to the face to face engagement, a discussion should be held between Skemer Community Boxing Club CIC management and the volunteer prior to the engagement activity.

How to claim for out of pocket expenses

All volunteers wishing to claim out of pocket expenses should complete the forms in this Policy:

1. Appendix 1. Expense Claim Form
2. Appendix 2. Mileage Expense Claim Form

Please note:

All expenses, except travel mileage, must be submitted with receipts;

Expenses should be submitted within three months of the activity;

The CCGs policy is to pay volunteers directly via BACS payment;

Should the volunteer need an alternative method for the reimbursement of expenses, this must be agreed with the Skemer Community Boxing Club CIC finance team prior to the face to face engagement activity.

Exceptional circumstances and queries

In exceptional circumstances other costs or costs in excess of the rates applied within this policy can be paid. However, these must be agreed in principle with the relevant Skemer Community Boxing Club CIC manager.

Appendix 1. Expense Claim Form

Full Name: _____ Role: _____

Date	Description	Receipt	Amount
		Total Claimed	

I CONFIRM THAT THE ABOVE IS A COMPLETE AND ACCURATE RECORD OF MY EXPENSES.

Signed _____ Date _____

Authorised _____ Date _____

Received _____ Date _____

Appendix 2. Mileage Expense Claim Form

Full Name: _____ Role: _____

Vehicle Make and Model: _____

Mileage Rate _____ Pence per Mile

Date	Destination	Reason For Journey	Miles
Total Business Mileage			
Total Claimed @ Pence Per Mile £			

I CONFIRM THAT THE ABOVE IS A COMPLETE AND ACCURATE RECORD OF MY BUSINESS MILEAGE EXPENSES.

Signed _____ Date _____

Authorised By Position _____ Signature _____