

RCoS Expenses policy

Ripon City of Sanctuary (RCoS) will pay for reasonable expenses that volunteers (including members of the management committee) have to outlay in order to act on behalf of RCoS. This policy states the rules for what expenses RCoS will pay and how to claim them.

Other RCoS policies which should be cross-referenced

- Use of vehicles policy

1. General principles

- All expenses claims must be submitted to the RCoS treasurer using the expenses claim form (appendix A)
- Volunteers can claim reasonable out-of-pocket expenses up to a maximum of £30 before seeking approval.
- If expenses over £30 are not been pre-agreed, they may not be reimbursed.
- If a volunteer thinks they will have expenses that are not covered by this policy, they must first seek approval from a member of the management committee before spending any money.

2. Travel expenses

RCoS expects everyone to travel by the cheapest mode of transport possible.

- When travelling by train or bus, tickets or receipts should be kept as proof of travel. A photograph taken on a mobile phone will be acceptable.
- When it is not practical to use public transport, a mileage allowance will be paid. The rate is 45p per mile, calculated from the volunteer's home and including the return journey.

3. Other car-related costs

- Car parking charges incurred by a volunteer when attending a meeting or other authorised business will be reimbursed providing receipts of other proof is provided).
- Traffic fines or penalties will not be reimbursed.

4. Telephone costs

Volunteers may need to make calls to service-users, other volunteers, or external agencies. Wherever possible, any calls which would incur a cost should be made using VOIP (internet-based calls over Skype, WhatsApp, Viber or Messenger, for example). RCoS will only reimburse phone calls incurring using mobile or landline tariffs under exceptional circumstances, in which case please submit bills with relevant calls highlighted.

5. Teaching resources (English at Home)

Costs incurred in providing ESOL support at home, or assisting a volunteer to provide that support, may include stationery, photocopying, dictionaries, workbooks, etc. Such costs may be recoverable from Harrogate School of English, so check first with them. If Harrogate School of English cannot reimburse, RCoS will cover the costs. All arrangements must be agreed in advance with a member of the management committee, and receipts or other proof of payment must be supplied.

6. How to claim

- Expenses must be claimed using the form in Appendix A.
- Payment can only be made by cheque or, by special request, in cash.
- All claims must be approved by a member of the management committee (who cannot self-certify) and signed off by the RCoS treasurer.

Date approved: 25 June 2018
Appointed lead: Heather Garbutt
Next review date: 24 June 2019

Appendix A - Expenses claim form

Please complete the following and submit it to the RCoS treasurer. Keep a copy for your own records.
All items must be accompanied by a receipt or other proof of purchase or, if not available, a full explanation of why not/the circumstances.

Date	Supplier	Item	Amount inc VAT
			£
			£
			£
			£
			£
			£
			£
		TOTAL:	£

Cheques should be made payable to _____

Cheques should be posted to _____

<p>I confirm that the above out-of-pocket expenses and/or purchases were necessarily and reasonably incurred by me in promoting the purposes of Ripon City of Sanctuary.</p> <p>Signed by volunteer</p> <p>_____</p> <p>Date</p> <p>_____</p>	<p>I confirm that the above out-of-pocket expenses have been authorised for reimbursement.</p> <p>Signed by member of management committee</p> <p>_____</p> <p>Date</p> <p>_____</p>	<p>I confirm that reimbursement has been made with cheque no (if relevant:)</p> <p>_____</p> <p>Signed by RCoS treasurer</p> <p>_____</p> <p>Date</p> <p>_____</p>
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