

HOME-START WIRRAL

Expenses Policy and Procedure

Home-Start Wirral will reimburse employees and volunteers for approved expenses wholly and necessarily incurred in the course of their work according to the following principles:

- Employees/volunteers should neither gain nor lose
- Reimbursement is controlled in accordance with the requirements of the scheme and the regulations of the Inland Revenue.

Travel

- Employees/volunteers are expected to use the most cost efficient transport methods and routes whilst travelling in the course of their duties for the scheme
- Employees/volunteers should consider the use of public transport if this is more cost effective than the use of a private car for a journey and an efficient use of time.
- Mileage should be based on the distance between the normal place of work and destination or home and destination if this is less.
- Rail should be by standard class.

Subsistence

Claims for subsistence should follow those published by Local Authorities. The meal allowance will not apply to a meal that is already provided at no charge or included in any conference or course fee.

Employees/volunteers will be able to claim the actual money spent on the meal up to the maximum allowance upon the production of a receipt.

Telephones

- The scheme will reimburse all volunteers the cost of business calls. Reimbursement will be made through the normal claims procedure. Volunteers are requested to make calls off peak or at the cheapest tariff possible. Reasons for the calls should be noted on the volunteer contact sheet.
- Staff will be provided with mobile phones for business use.

Out of pocket expenses

Reasonable out of pocket expenses must be accompanied by a receipt and submitted monthly on the expenses claim form.

Hospitality

No hospitality costs can be claimed by an employee/volunteer unless their line manager has granted prior permission.

Cars

All essential car users are required to have a reliable car, which must be regularly maintained. Mileage will be paid at the rates authorised, which differ in the case of an essential and casual car user.

All employees and volunteers undertaking travel for Home-Start Wirral must hold a current and valid driving licence and a copy of their insurance certificate kept on their personnel file.

For employees, appropriate car-parking charges will be reimbursed but not those incurred whilst at their normal work base.

For volunteers, appropriate car-parking charges will be reimbursed; however, every effort should be made to keep these to a minimum and to use free parking whenever possible within 10 minutes walk of their destination, as long as it is safe to do so.

All employees and volunteers are responsible for any fines or penalties.

Taxi

Taxi fare will only be paid when agreed in advance with the co-ordinator and only where considered to be essential. Co-ordinators should consult the Operations Manager if in doubt.

Procedure for claims

- Claims for reimbursement of expenses are subject to the production of receipts and the completion of an expenses claim form.
- All expenses will be reimbursed in accordance with the current authorised rates and allowances of the scheme. These are reviewed on a regular basis.
- Employees/volunteers are required to provide receipts covering all expenditure incurred. No payment for parking, bus or train tickets can be made without a valid receipt.
- All expenses will be paid monthly.
- Volunteer claim forms should be submitted together with Volunteer Diary Sheet to the co-ordinator for authorisation at the end of each month. Volunteer Diary Sheets are essential to enable co-ordinators to check dates on the travel claims.
- Claims must be submitted within 3 months, or 1 month after the end of the financial year. Backdated payments cannot be made beyond these time limits because it is impossible to verify them.
- Payment will normally be paid by BACS but may be made in cash if required. Cash payments cannot be sent by post.

Other expenses:

- Reimbursement for outings and activities undertaken with families can only occur where prior authorisation is obtained from your co-ordinator after consultation with the Operations Manager.
- Any volunteer not wishing to claim expenses is encouraged to donate their claim to the scheme. A claims form is still required for financial monitoring purposes.

Signed..... Chairperson Date.....