



Student Volunteering Cardiff (SVC)

Staff and Volunteers Expenses Policy

August 2004

Reviewed July 2015, May 2016, July 2017

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1.0	Introduction
	<p>The guiding principle in developing SVC's expenses policy is to reimburse all reasonable expenses incurred by SVC staff and volunteers in pursuit of the organisation's business.</p> <p>Expenses incurred in the course of your work/volunteering, e.g. while travelling (other than normal transport from home to work or from work to home) may be reclaimed from the organisation.</p> <p>The Inland Revenue has set out guidelines in terms of what is eligible for tax when claiming mileage from any organisation and falls into two broad categories.</p> <p>When using your own vehicle normal work to home, or home to work, is discounted when making a claim for travel expenses. A flat business mileage rate can be claimed and no tax is payable on this (i.e. your normal travel distance to work is 10 miles, therefore the first 10 miles of any journey is, wherever it takes you on SVC business, discounted and the same applies to the return journey). The excess mileage can be claimed.</p> <p>For the staff who support SVC, additional hours may be claimed as Time Off in Lieu (TOIL) and are as follows:-</p> <ul style="list-style-type: none"> • Additional time and travel - if you leave early to travel to a destination on the organisation's business, or if you have to travel back at the end of the same working day/s can be claimed. • Additional time worked over your contracted hours if you are staying away for a number of days can be claimed - if you were at a conference all day which constituted normal working hours but had to attend a seminar in the evening, these would be constituted additional hours worked. <p>Any time you are away that you are not working represents leisure time and cannot be claimed as TOIL.</p> <p>SVC staff should also refer to Innovate Trust's TOIL Policy as the employers of SVC staff.</p>
2.0	Scope of the policy
2.1	<p>This policy applies to:</p> <ul style="list-style-type: none"> • All staff who support SVC • All volunteers with SVC • The SVC Board of Trustees <p>Who incur out of pocket expenses whilst carrying out their work/volunteering for SVC.</p> <p>The policy covers reimbursement for travel, subsistence, overnight stays, entrance fees and volunteer project expenses.</p>
2.2	<p>It is hoped that all your questions relating to this policy have been clearly answered. If you have questions unanswered then please refer to the SVC manager.</p>
3.0	Technical terms and abbreviations used in this policy

3.1	A vehicle can be defined as any mode of transport used to transport an individual from destination to another.
4.0	Policy
4.1	<p>SVC Expenses: Before expenses are paid from Petty Cash a Petty Cash voucher must be completed stating what the claim is for, and be signed by the person claiming and the person authorising the claim. The receipt must be attached to the relevant voucher. Claims for all expenses must be accompanied by a receipt.</p>
4.2	<p>Time-restrictions to Claim Expenses: To allow SVC to budget effectively, all staff and volunteers must claim their out-of-pocket expenses within three months of the date on their receipt. Only under exceptional circumstances will claims made after three months be honoured, this will be at the discretion of the SVC Board of Trustees.</p>
4.3	<p>Volunteer Travel Expenses (including outside of the Cardiff area): The majority of SVC's projects are facilitated in and around the City of Cardiff. SVC welcomes any individual over the age of 18 to volunteer with SVC. However SVC unfortunately is only able to cover travel expenses up to the value of a Day to Go Plus ticket (July 2016- £4.90).</p>
4.4	<p>Lost Receipts: Only under exceptional circumstances will claims without an accompanying receipt be honoured.</p> <p>In exceptional circumstances, claims amounting £20 or under, may be honoured at the discretion of the SVC Manager.</p> <p>In the case of claims over £20, not accompanied by a receipt, a case must be made in writing and honoured at the discretion of the SVC Board of Trustees.</p>
4.5	<p>Authorisation: Authorisation for claims accompanied by a receipt may be given by any member of staff and/or the SVC Board of Trustees.</p>
4.6	<p>Economical Travel: SVC volunteers and staff must make use of the most economical means of transport compatible with the urgency involved. Please also see the SVC Environmental Policy and Transport Policy.</p>
4.7	<p>Mileage Rates and Use of Own Cars: Business mileage will be reimbursed in accordance with the published mileage rates (July 2017 – 45per/mile).</p> <p>At the start of volunteering, volunteers using their own cars for volunteering purposes must present their driving licence and a letter from their insurance company (a standard letter is available from the SVC office) stating their car is insured for volunteering purposes. Failure to produce these documents will mean their petrol expenses will not be paid.</p>

	<p>Drivers will need to record the start mileage and end mileage each time they use their own car for volunteering purposes. Drivers will be provided with a mileage expenses claim to record mileage, it's important this is completed as without this expenses will not be reimbursed. There is a limit of £4.90/ 10.88 miles returned journey for travel to and from the project. Travel during the project, e.g. on the Home and Away project travel from the child's home to an activity, will be covered on top of this amount. Please discuss any long distance travel (15 miles plus) beforehand with an SVC staff member for approval.</p> <p>SVC staff using their own car for SVC related business must first follow Innovate Trust's Policies and Procedures regarding the documentation required, and how to claim mileage.</p> <p>4.8 Fines and Penalties: Car parking fines and other motoring penalties incurred whilst volunteering, or staff working on SVC related business, are the responsibility of the individual.</p> <p>4.9 Rail Travel: All volunteers and SVC staff are expected to travel by the cheapest method possible. Should volunteers/staff wish to travel first class by rail, they will only be reimbursed the equivalent of economy class rail fare. Where possible, volunteers should book in advance to attract the cheapest fare.</p> <p>4.10 Taxis: Taxis should be used only when it is not practicable to take any other form of transport (reasons should be given when claimed). In an emergency e.g. a child needs to be taken home quickly because of an accident or incident, then a taxi can be used. Receipts must be obtained from the driver.</p> <p>If it is economically better for volunteers/staff to take taxis, this must be agreed in advance with the SVC manager.</p> <p>4.11 Project Expenses: Most SVC projects have their own budgets, which may include funding for specific Project Expenses (e.g. arts & crafts, food, activities etc).</p> <p>Prior to purchasing any Project Expenses, you must gain authorisation from your SVC Staff Project Coordinator, your Lead Volunteer or the SVC Manager, to ensure the Project Expenses are in-keeping with the specific project budget.</p> <p>4.12 Hotel Bookings/ Overnight Stays: Overnight hotel stays should be made only when it is essential e.g. two long drives in one day, appointment timings etc, this must be agreed in advance by the SVC Manager and/or SVC Board of Trustees.</p> <p>Hotels of a reasonable standard may be selected, however volunteers/staff are expected to be sensible and realistic in respect of meals and telephone calls. If during the course of your volunteering/work you are authorised to book into a hotel please see the limits outlined below.</p>
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<p>4.13</p> <p>4.14</p> <p>4.15</p> <p>4.16</p>	<p>If a person decides to stay at a more expensive hotel receipts need to be provided, however only the upper limit as outlined below will be reimbursed for that hotel.</p> <p>Subsistence Allowances (SVC staff): Subsistence expenses will be paid to SVC staff who are prevented by their duties from taking a meal at their home, work or place where they normally take their meals and thereby incur additional expenditure.</p> <p>Subsistence will be paid as follows: Bed and Breakfast central London:£100.00 Bed and Breakfast major provincial cities: £80.00 Bed and breakfast other areas £65.00</p> <p>Breakfast: £5.00 Lunch: £8.00 Dinner: £12.00</p> <p>Wherever possible staff must book into an establishment that provides bed and breakfast.</p> <p>When a claim is made for subsistence, receipts must be provided. If the amount for meals is less than the allowance then the actual cost of the meal will be reimbursed.</p> <p>Training Courses: SVC will be responsible for booking all training courses and for paying the course fees for any training that forms part of the development of SVC volunteers and staff. These and the costs of associated accommodation (where necessary) will normally be settled directly by SVC with the relevant provider. Any travel incurred (over and above what would be your normal work home-work travel) will be met by the organisation.</p> <p>Car Parking: If car parking expenses are incurred whilst undertaking SVC work/volunteering, these will be reimbursed. No car parking expenses will be reimbursed unless an original receipt is presented, or a photograph of the parking receipt where car-parks retain the receipt on leaving the car-park.</p> <p>Payment by Cheque: No beneficiary of any cheque will be allowed to sign a cheque made out to him or her. It must be signed by two other signatories, other than the beneficiary. Under no circumstances should the beneficiary of the cheque cross sign the cheque to cash one of the other signatories needs to do this.</p>
<p>5.0</p>	<p>Related Policies</p>
<p>5.1</p>	<p>SVC Financial Regulation Policy SVC Environmental Policy</p> <p>The staff who support SVC should also refer to Innovate Trust’s Policies and Procedures as the employers of SVC staff.</p>