

Creative Royston Expenses Policy

1. Introduction

The aim of this policy is to define for Creative Royston volunteers the expenses that can be claimed. It aims to make sure that the funds are used effectively to achieve the Creative Royston's objectives. The Creative Royston Management Committee (CRMC) has a duty to make sure that the money spent on Creative Royston's activities is used to best effect. At the same time, it is important to ensure that volunteers are not out of pocket with regard to their authorised voluntary work with Creative Royston.

2. Authorisation

All claims should be made using the attached Expenses Form and have receipts or other supporting evidence attached, as appropriate.

Claims for travel and other expenses must be for authorised activity endorsed by a member CRMC. All completed expense claim forms including receipts are checked and signed off by a member of CRMC. Where the claiming volunteer is a member of CRMC the claim will be signed off by the Chair. Where the expenses are being claimed by the Chair, they will be signed off by one of the other office holders. Claims will only be authorised where the expense was clearly incurred in the course of the work of Creative Royston.

3. Travel

Use of a motor vehicle for performing the duties of Creative Royston is permitted. Expenses may only be claimed for journeys and car parking relating to the business of Creative Royston.

A member using his/her own car for authorised activity should keep records to demonstrate mileage for business travel and other relevant purposes.

The standard mileage allowance was originally calculated in accordance with Inland Revenue guidance and is as follows:

Cars

On the first 10,000 miles in the tax year 45p per mile

On each additional mile over 10,000 miles 25p per mile

Motorcycles 24p per mile

Where possible, local journeys should be made by public transport and evidence of the fare paid must be produced to enable the claim to be processed.

Claims for **taxi fares** will only be met where the use of public transport is not practical.

Appropriateness should be checked with a member of CRMC or if the volunteer is a member of CRMC then as defined under '2. Authorisation' above.

4. Subsistence

Creative Royston volunteers attending authorised events of a full day where a meal is not provided, can claim for meals, with receipts, as follows: -

Lunch – up to £5.00 Dinner – up to £10.00

Reviewed April 2021

Next review date: March 2023

5. Tipping

Creative Royston will not reimburse tips for any kind of service. A tip is not included in the above subsistence allowances. If a volunteer wishes to tip from their own funds, then they may do so.

6. Carers and Childcare costs

CRMC is responsible for ensuring that active volunteers are able to access Festival meetings and events. Responsibilities to care for a child or an adult can be a barrier to participation. Therefore, carer and childcare costs can be reimbursed to ensure carers can attend meetings subject to prior authorization by the Chair.

7. Payments

Following authorisation, completed and signed off claim forms will be given to the Treasurer or, if that post is vacant, the Chair who will reimburse claims at the earliest opportunity.

Claims will be settled by direct payment into the bank account of the claimant but may be settled by cheque on request.

Claims must be made within the financial year in which they were incurred.



Creative Royston Volunteers Expenses Claim Form

Name:

Address:

Email:

Bank sort code:

Bank A/c No:

Payee name:

Date	Type of expense – all receipts/invoices to be attached, with exception of mileage claim	TOTAL

Volunteer signature:

Date

Authorising name:

Position:

Authorising signature:

Date:

Authorised by CR/RAF Chair:

Reviewed April 2021

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