

# 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 as a consequence of their voluntary work with Creative Royston.

## 2. Authorisation

All claims should be sent via email to the Chair ([chair@creativeroyston.org](mailto:chair@creativeroyston.org)) including

- reason for the claim
- receipts or other supporting evidence
- bank details to be used for payment of the claim.

If approved the Chair will send email authorisation to the Treasurer to arrange payment.

Claims for travel and other expenses must be for an activity authorised by a member of CRMC. All claims including receipts are checked and approved by a member of CRMC. Where the claiming volunteer is a member of CRMC the claim will be approved by the Chair. Where the expenses are being claimed by the Chair, the claim will be approved by one of the other office holders. Claims will only be approved 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 has been checked on the Gov.uk website for rates taking effect from 6 April 2024:

### 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

## **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 authorisation by the Chair.

## **7. Payments**

Approval of claims must be emailed 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.**