



## Expenses policy for volunteers

The Big Local North East Hastings' expenses policy is designed to enable local residents to participate in Big Local meetings, training and volunteering.

This policy does not cover every situation that may arise. If you are unsure if an item you intend to make a claim for will be paid, please contact the Chair of the Resident Led Partnership for clarification, **before** the expense is incurred.

### General Guidance

Volunteers (including members of the Resident Led Partnership) may be reimbursed for expenses incurred in attending meetings, training courses and other agreed activities undertaken for the benefit of Big Local North East Hastings. Allowable expenses include travel costs, childcare or carer costs and subsistence, subject to the rules below.

Payments will be made by BACS directly to the claimant's bank account.

All claims must be accompanied by receipts or invoices.

All claims must be submitted using the expenses form. Please sign a hard copy of the form and submit it to the Big Local office.

Details of individual expenses claims will be treated confidentially.

Claims will be approved by the Chair of the Resident Led Partnership or by an identified person nominated by the Chair to carry out this task. The Resident Led Partnership reserves the right not to reimburse expenses when they do not comply with this policy.

Cash advances are not normally permitted. However, if there is an exceptional circumstance please contact the Chair of the Resident Led Partnership or the Big Local Community Development Worker to discuss what help might be available. Approval will need to be given by the Chair of the Resident Led Partnership.

### Childcare

- You must be the parent or guardian of the children for whom childcare is provided
- The maximum payable rate per hour is £8.00
- Expenses for childcare can only be paid for care provided through an agency or by an officially registered carer
- Reimbursement cannot be made for informal arrangements with friends or family members.



### Care arrangements for a dependent

- You must be the carer of the person for whom the care is provided
- The maximum payable rate is £14.28 per hour
- Expenses can only be paid for care provided by an officially registered carer
- Reimbursement cannot be made for informal arrangements with friends or family members.

### Travel

- You are required to use the most cost-effective form of transport. This includes:
  - for public transport, purchasing the cheapest available tickets (e.g. the appropriate rail saver or supersaver). Wherever possible, business should be arranged so that rail travel can take place in off peak periods
  - for car travel, using rail or a hire car for long distance travel where the cost of these is cheaper than the mileage which would be claimed; and only using a taxi where public transport is not available
- The Chair of the resident-led partnership may authorise travel by means other than the cheapest where this is in the interest of conducting Big Local activities
- As an exception to the rule above, a more expensive form of transport may be chosen if it is less harmful to the environment. Typically this will involve travel by train in preference to a car

### Travel by Car

- Mileage rates are aligned with the approved rates set by the HM Revenue and Customs (HMRC) so that no tax liability arises on payment. The rates of mileage are as follows:

Travel by car (irrespective of size)	45p a mile up to 10,000 miles, 25p a mile thereafter
Travel by motorcycle	24p a mile
Travel by bicycle	20p a mile

### Subsistence allowances

For part of a day including lunch	£8.75
For part of a day including dinner	£21.00
For part of a day including lunch and dinner	£29.75
For bed and breakfast	£99.00
For bed and breakfast (London rate)	£130.00
Allowance for staying with friends or family	£25.00
The allowance for a complete period of 24 hours outside London	£128.75
The allowance for a complete period of 24 hours in London	£161.00

- In all cases reimbursement of expenditure is restricted to the allowance or the amount spent, whichever is less.