

Expenses Policy and related procedures.

1 Principles

1.1 It is the policy of Healthwatch Bedford Borough to ensure that volunteers are not left out of pocket or put at risk of being financially worse off as a result of their involvement in volunteer activities.

1.2 Volunteers may claim for reimbursement of any reasonable expenditure that they have necessarily incurred in connection with their volunteering.

1.3 In line with 1.2 above it is anticipated that most expenses incurred will be travel related but any reasonable and unavoidable expenses incurred will be considered.

1.4 Volunteers should ensure that the cost incurred is the most cost-effective option available, and that the expenditure is strictly necessary in order for them to carry out their tasks.

1.5 Volunteers will be advised of their designated approver who may be the Chair of the Healthwatch CIC Board or the Community Interest Company (CIC) Manager and Company Secretary.

1.6 Where volunteers believe they may incur expenses in the course of their voluntary work they should, wherever possible, seek approval of expenses to be incurred from the designated approver before undertaking the activity or purchase.

1.7 Any individual making a claim for expenses which have not been properly incurred in connection with voluntary activity or misrepresenting the amounts or purposes of expenses claimed will be required to repay any such payment.

2 Claiming and Payment of expenses

2.1 Once expenses have been incurred, volunteers may claim for reimbursement of these using the form/process designated for that purpose.

2.2 Expense claims should be submitted to the designated approver for authorisation. All claims must be supported by receipts or other evidence of the expense incurred.

2.3 Designated approvers are responsible for the scrutiny of all claims submitted to them, and if satisfied that they are correct, for their authorisation.

3 Travel expenses

3.1 Volunteers are expected to take the most cost effective transport options available for all their journeys. This may be public transport in some cases.

Where volunteers are attending the same event, it is expected that they will car share, with the person driving claiming the mileage for the journey.

Note: volunteers are advised to check with their insurers that they are covered for this purpose.

3.2 Parking charges reasonably incurred in the course of business will be met but payment of parking fines, or fines for other traffic offences, are the responsibility of the volunteer concerned.

3.3 All reasonably incurred costs of travel by Public Transport will be met. Rail travel is limited to second class other than in exceptional circumstances. Where practicable volunteers should endeavour to book travel as far in advance as possible in order to get the cheapest rate available.

3.4 Where a private car is used on approved HBB business, a rate per mile will be paid. The mileage rate for the year will be paid at the rate specified below.

3.5 Where a private motorcycle is used on approved HBB business, a rate per mile will be paid. The mileage rate for the year will be paid at the rate specified below.

3.6 Where a bicycle is used on approved HBB business, a rate per mile will be paid. The mileage rate for the year will be paid at the rate specified below.

3.7 Claims should be submitted on a calendar month basis. Payment will usually be made by cheque unless other arrangements are agreed.

3.8 The rates indicated here will be reviewed and updated periodically by the HBB CIC Board as necessary.

Car Mileage Allowance

- 45 pence per mile for the first 10,000 miles, and
- 25 pence per mile thereafter.

This total will be calculated from the beginning of each financial year.

Motorcycle mileage

- 24 pence per mile - unlimited mileage.

Bicycle Allowance

- 20 pence per mile - unlimited mileage.