

Example Expenses Policy

(This policy is provided as an example for your Management Team to adapt as you wish.)

This policy establishes guidelines and procedures for all Read Easy volunteers (including Management Team members) who incur travel and other expenses during the course of carrying out their roles.

The overall principle is that volunteers should not be out of pocket as a result of their volunteering, but that **all volunteers must seek to get good value for the organisation**. Coordinators should therefore try to be efficient in their own travelling arrangements and arrange reading pairs to keep travel for Reading Coaches to a minimum. All volunteers should check with the Management Team in advance before incurring unusually large expenses.

Claimable expenses by the Coordinator and Management Team

- Mileage rates for travel by car @p per mile.
- Bus or train tickets, where necessary
- Parking costs
- Basic stationery and postage
- Drinks, food and materials for training sessions and official meetings
- Reasonable incidental costs incurred by Coordinator during 1-1 meetings with Readers or Coaches (e.g. coffee/tea)

Claimable expenses by volunteer Reading Coaches

Payment of travel expenses to reading sessions for Reading Coaches is available by arrangement in advance with the Coordinator and with agreement of the Management Team.

What is not claimable at this stage?

Expenses not explicitly identified in this policy are currently not claimable, unless agreed in writing by the Management Team in advance.

Making a claim

- Expenses claims must be supported by original receipts, invoices or equivalent.
- Volunteers' expenses claims should be made on the Read Easy Expense Claim Form and authorised by 2 Management Team members (who cannot include the claimant).
- Expenses claims should be submitted within one month of occurring.

Where the Management Committee has agreed, purchases can be made by Management Team members and Coordinators on behalf of the organisation. Invoices and bills should be made out to **Read Easy**_____ (name of group).

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Date written:		Next review date:	