



## Expenses Policy

### Our policy and procedure for reclaimable expenses

#### General policy

- Ford Forward will reimburse reasonable expenses wholly, necessarily and exclusively incurred in connection with its activities. Those engaged in activities for Ford Forward should not be either financially disadvantaged or advantaged because of genuine expenses.
- We are all responsible for the payment of all expenses we incur, except where we have direct settlement arrangements with suppliers in place.
- Breach of this policy may result in summary termination of your relationship with Ford Forward.

#### Allowable expenses

##### Travel - UK

- Ford Forward will reimburse the reasonable costs of amounts necessarily expended on travelling in the performance of your activities, for example meetings with clients, external agencies, training etc.
- This does not include travel between home and HMP Ford unless otherwise agreed.
- Travel should be by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost.

##### By own car/motorcycle/bike

- The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments). These are currently as follows:

##### Type of vehicle

<b>cars and vans</b>	<b>motorcycles</b>	<b>cycles</b>
45p	24p	20p

- You are required to keep track of mileage incurred in the tax year (6 April to 5 April) to ensure the correct rates are used.
- Where you use your own vehicle, you should ensure that the vehicle is in good working order, insured, including for your Ford Forward role, taxed and MOTd and that the driver is covered by breakdown assistance. Appendix One is an example of an email template you may use to ask your vehicle insurer to confirm this.



By taxi

- You are expected to use taxis only when strictly necessary and where it is cost effective to do so. You should always obtain a receipt.

By tube, DLR (Docklands Light Railway), bus or tram

- You should retain tickets where possible. Where a season ticket already covers the cost of travel, no further claim will be allowed. Where Oyster cards are used, you should provide evidence of the additional cost incurred, for example by printing off their online statement or by printing off the journey cost provided by the Oyster fare finder.

By train

- You should travel standard class and should book their journeys sufficiently in advance to obtain the best possible prices.
- First class train travel will be reimbursed at the standard class rate.

### **Overnight accommodation - UK**

Hotel accommodation

- Overnight stays are only permitted by written agreement from the trustees and will be booked and paid by Ford Forward.

### **Subsistence - overnight absence - UK**

- Ford Forward will reimburse reasonable out of pocket expenses incurred when it is necessary to stay away from home overnight. This will include the following:
  - breakfast, lunch, evening meal and beverages - to an overall maximum of £40 per day (please note that the you may incur costs in excess of £40 but may only claim up to £40)
  - parking at hotel
- If you are away for more than one night, the daily limit of £40 may be averaged across the number of nights away.
- In all cases you should retain all invoices.

### **Subsistence - no overnight absence - UK**

- You may claim for meals and beverages up to a maximum of £20 per day when travelling. This is intended to reimburse additional expense as a result of having to travel.
- In all cases you should retain all invoices.

### **Procedures for making an expense claim**

- Ensure all bills (NB: must be originals) and debit/credit vouchers are numbered and attached to a list which should also show the items numbered accordingly to enable easy identification.
- Volunteers need to obtain signed approval from the Volunteer Co-ordinator.
- Forward the completed and signed form, with bills and vouchers attached, to the Administrator or Treasurer.



## Reimbursement

- Within 5 business days of receipt, subject to change, especially at times of public holidays.
- Payment will be made direct to the claimants bank account.

<b>Signed on behalf of the Trustees:</b>	
<b>Name of Trustee:</b>	<b>M E Peachey</b>
<b>Date of approval by the Trustees:</b>	<b>October 2019</b>
<b>Date of First Review</b>	<b>October 2020</b>
<b>Date of Next Review</b>	<b>October 2020</b>



## **Appendix One**

I intend to undertake volunteering. From time to time, I will use my vehicle to and from meetings, including car sharing with others from the agencies for whom I volunteer. I will receive a mileage allowance for these journeys to cover the running cost of my vehicle accordance with Section 1(4) of the 1981 Public Passenger Vehicles Act, which exempts me from both Public Service Vehicle and Hackney Carriage licensing laws.

I would be grateful if you can confirm that my existing policy covers me for such volunteer-driving and that my insurance policy contains a clause indemnifying the agencies for whom I volunteer against third party claims arising out of the use of vehicle for such volunteering. A 'tear off' slip is provided below for your completion and return to me.