



Triple C
(Liverpool)

Christ Church Community Centre
Sedgemoor Road
Liverpool
L11 3BR
0151 226 2992

EXPENSES POLICY

Purpose

This policy is intended to provide a clear procedure and set of guidelines for all employees, trustees and volunteers within Triple C (Liverpool) to ensure that they do not inadvertently incur expenses which we can neither justify nor reimburse. We need at all times to ensure that our expenditure is relevant to our charitable objectives and can be fully justified therefore all expenses should be reasonable and kept to a minimum.

Who the policy applies to

- All Triple C employees, trustees and volunteers.

Principles

- Only actual costs incurred (out-of-pocket) can be reimbursed, expenses do not represent a reward or compensation for loss of time.
- Travel expenses will not be paid for normal journeys from home to volunteering/employment base. If this is a problem, please discuss this further with supervisor or Charity Support Officer.
- One-off activities likely to incur expenses for employees, trustees and volunteers should be authorised in advance.
- Travel should be by the cheapest and the most cost effective method.
- The standard car mileage rate for employees, trustees and volunteers is 40p per mile.
- All employees, trustees and volunteers that use their car for work purposes, should ensure that this is a condition listed on their car insurance.
- All expenses are discretionary.

Process

- All out-of-pocket expenses and mileage should be agreed in advance between claimant and supervisor.
- All employees, trustees and volunteers must claim expenses by completing the Volunteer/Staff Expenses Claim Form or Triple C (Liverpool) Mileage Form.
- Only expenses submitted on the relevant form and correctly authorised will be reimbursed.
- Forms are available from your supervisor. All claims should be made at the end of the month that the expenses are incurred.
- When completing this form, applicants must ensure that all the relevant and required fields are completed. Details should be given of the expense incurred and claims should always be accompanied by invoices or VAT receipts (credit card vouchers are not acceptable). Once completed, the form should be passed to supervisor for authorisation.
- Mileage Form should be completed with details of the journeys made and distance in miles.
- Authorisation will be by supervisor once the claim form has been submitted to the supervisor they will arrange this.
- All expenses will be reimbursed by direct bank transfer where possible.

Policy Adopted: March 2015, Latest Review June 2020