

Expenses Policy for VOCAWAVES

VOCAWAVES is grateful for the contributions of our volunteers, and we do not want you to be out of pocket for your time. We are committed to making sure that volunteering is accessible to everyone.

This policy applies to all volunteers and staff at VOCAWAVES. The document is based on the principles outlined in the reserves policy and our governance. This is written to ensure that neither the organisation nor you face any legal or tax implications.

Reimbursements

VOCAWAVES will, where it is able to, reimburse part of or the entirety of travel costs for its volunteers and committee. We will also try to reimburse any unexpected expenditures where it is not the fault of the volunteer. We, as an organisation, will reimburse the following costs:

- Train or bus tickets up to £10. Volunteers should retain their tickets to be provided as evidence of expenditure, else we are not able to reimburse the cost.
- Petrol costs up until £5 per journey. We will pay you the advised HMRC mileage rate of 45p per mile. If you travel more than 10,000 miles total, this will reduce to 25p.
- Car parking. We ask that you use free parking where possible, but we will reimburse parking charges you have receipts and proof for up until £5.
- Food and refreshments. If refreshments are not provided, and you are attending for more than 4 hours, you can claim up to £5 of refreshments. This must be discussed with the committee in advance, and we cannot reimburse for alcohol.

We are unable to reimburse you if the general reserves lack the necessary capital, or if the commitments of the organisation prevent this. However, we will keep any failed reimbursements noted down in case we are able to in the future.

All reimbursements will be paid through PayPal, bank transfer or cash. We will not reimburse you via any other method.

Submitting Request

Any expenses must be filed using the Expenses Form to a committee member or to our organisation email. This may be done electronically or in paper.

Review

This Policy and these Procedures will be regularly reviewed:

- Following any changes to the reserves or commitments of the organisation
- In all other circumstances, at least every Annual General Meeting (AGM).

Document updated and effective as of 17/09/2023