

# **The Oasis Centre – Cornwall Expenses Policy**

## **Introduction**

The skills of our volunteers and the time that they give us freely and willingly to enable the Charity to pursue its objectives are the most valuable assets the Charity has. This policy has been adopted to ensure that these services can be provided by our volunteers without burdening them with additional costs. The underlying objective is to ensure that expenses that are necessarily and properly incurred by our volunteers in providing their skills and services to the Charity can be reimbursed to them in a timely manner.

## **Expenses eligible for reimbursement**

The Charity aims to pay every expense that is incurred by its volunteers in providing the Charity's services if that expenditure –

1. has been necessarily incurred in pursuit of the Charity's objectives;
2. is reasonable in its amount in the circumstances in which it is incurred; and
3. has either been authorised in advance by a Trustee or is in conformity with this policy.

It is recognised that, in rare circumstances, an emergency may make it impossible to secure the prior consent of a Trustee and this will not preclude a subsequent claim for reimbursement.

There is no limit to the scope of expenses covered by this policy but it is contemplated that the majority will fall into one of the following categories –

- travel to and from a venue for the Charity's activities;
- meals and refreshments taken while helping the Charity;
- care of dependants (including children) while helping the Charity;
- costs of postage and telephone calls paid for the Charity,
- travel during the Charity's activities or on behalf of the Charity; and
- the cost of protective clothing required for the Charity's activities.

Given the many demands on the Charity's scarce financial resources, volunteers are required to keep the costs they incur to a minimum. The following figures are currently the appropriate maxima for expenses claims –

- car mileage – £0.45 per mile for the first 10,000 miles and thereafter £0.25 per mile;
- per extra passenger – £0.05 per mile;
- motorcycle mileage – £0.24 per mile;
- cycle mileage – £0.20 per mile;
- meal – £7.00; and
- care of one or more dependants – £2.70 per hour.

Only the actual costs incurred (up to these maxima) can be reimbursed.

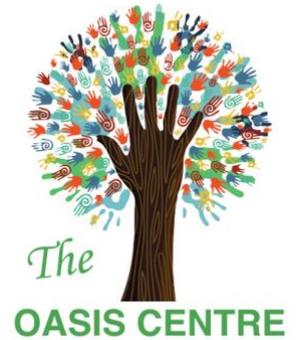
## **Claiming expenses**

A claim using the attached form must be submitted for each expense for which reimbursement is claimed and must be accompanied by a receipt or other appropriate evidence of the expenditure.

Adopted by the Trustees on 29<sup>th</sup> January 2018 and to be reviewed annually in January.

The Oasis Centre – Cornwall,  
 26 Fore Street,  
 St. Columb,  
 Cornwall.  
 TR9 6RH  
 Tel: 01637 889682

Charity Registration Number: 1139355



### Claim for out-of-pocket expenses

<b>Claimant's Name:</b>	
<b>Claimant's Address:</b>	
<b>Description of expense claimed*</b>	<b>Amount</b>
<b>Total Claimed</b>	
<b>Claimant's signature:</b>	<b>Date:</b>

\*A receipt or other appropriate evidence is required for each item

### Claim for care of dependants while volunteering

<b>Carer's Name:</b>	
<b>Carer's Address:</b>	
<b>Relationship to Claimant:</b>	<b>Age of Carer:</b>
<b>Date(s) of Care:</b>	<b>Number of Hours:</b>
<b>Amount claimed for care:</b>	<b>Carer's signature:</b>
<b>Date:</b>	<b>Claimant's signature:</b>