

BIG Local Keighley Valley Partnership: Expenses

1.0 Introduction

Keighley Big Local recognises that no volunteer should be out of pocket because of their volunteering. Keighley relies entirely on Grants for its funding. Many volunteers choose not to claim expenses and Keighley Big Local appreciates those donations, but there is no expectation that volunteers will not claim. It is not our intention to cause financial hardship to volunteers.

Keighley Big Local views the payment of expenses as vital as it helps remove barriers to those wishing to volunteer. Keighley Big Local recognises two simple rules: Only pay the actual expenses the volunteer has incurred getting a receipt, never paying out a fixed amount. Have a clear policy and keep records

2.0 Purpose of this Policy

The Keighley Big Local expenses policy is designed to enable those members of the Keighley Big Local Partnership known as Big Local People to participate in meetings, training, development activities and volunteering which benefits and furthers the purpose of Keighley Big Local. This policy does not cover every situation that may arise and can be applied to casual volunteers with prior agreement from the Local Trusted Organisation, an identified person nominated by the Partnership or the Big Local Projects Coordinator

If you are unsure if an item you intend to make a claim for will be paid, please contact the Local Trusted Organisation, and authorised member of the Partnership or the Keighley Big Local Projects Coordinator for clarification, before the expense is incurred.

Keighley Big Local will ensure that 'out of pocket' expense claims made by members of the Partnership who give their time as volunteers are handled in a uniform way. It also aims to ensure that out of pocket expense payment rates are consistent.

4.0 Who is this Policy for?

This policy is intended for members of the general public who are registered as Members of the Resident Led Partnership herein referred to as Big Local People. They may be reimbursed for expenses incurred in attending agreed activities undertaken for the benefit of Keighley Big Local. This policy will also inform those staff employed Airedale Enterprise Service [herein referred to as the Local Trusted Organisation] who may invite people to take part in volunteering activities.

Notes:

KBL6

BIG Local Keighley Valley Partnership: Expenses

5.0 General Guidance

Allowable expenses include travel costs, childcare or carer costs and subsistence, subject to the rules below. Payments will be made by BACS directly to the claimant's bank account. All claims must be accompanied by receipts or invoices.

All claims must be submitted using the expenses form. Please sign a hard copy of the form and submit it to the Local Trusted Organisation.

Details of individual expenses claims will be treated confidentially.

Claims will be approved by the Local Trusted Organisation or by an identified person nominated by the Partnership to carry out this task or the Big Local Projects Coordinator. The Local Trusted Organisation reserves the right not to reimburse expenses when they do not comply with this policy.

Cash advances are not normally permitted. However, if there is exceptional circumstances please contact the Local Trusted Organisation, an identified person nominated by the Partnership or the Big Local Projects Coordinator to discuss what help might be available.

This policy and the payment of expenses do not apply where the public are invited to attend an event that is open to anyone unless Big Local People are invited to actively participate in the organisation and running of the event. This policy does not apply to 'paid' activities that are contracted

6.0 Travel

You are required to use the most cost-effective form of transport. For public transport, this includes purchasing the cheapest available tickets [e.g. the appropriate rail saver or supersaver]. Wherever possible, activities should be arranged so that rail travel can take place in off peak periods. For car travel, using rail for long distance travel where the cost of these is cheaper than the mileage which would be claimed; and only using a taxi where public transport is not available

The Local Trusted Organisation, an identified person nominated by the Partnership or the Big Local Projects Coordinator may authorise travel by means other than the cheapest where this is in the interest of conducting Big Local activities. As an exception to this, a more expensive form of transport may be chosen if it is less harmful to the environment. Typically this will involve travel by train in preference to a car

Notes:

KBL6

BIG Local Keighley Valley Partnership: Expenses

It is strictly prohibited for Big Local People to drive any vehicle as part of their volunteering with Keighley Big Local unless they hold a valid UK driving license. It is the responsibility of Big Local People to ensure that their licence is valid and that a photocopy is given to the Local Trusted Organisation

Big Local People receiving mileage allowance due to use of their private motor vehicle, or a vehicle owned by a spouse or partner, on volunteering business must satisfy the following insurance conditions in order to claim the mileage allowance. The motor vehicle insurance policy should have no financial limits. It is the responsibility of Big Local People to ensure that their vehicle insurance policy covers these risks: bodily injury or death of third parties; bodily injury or death of any passenger; and damage to the property of third parties Mileage rates are aligned with the approved rates set by the HM Revenue and Customs [HMRC] so that no tax liability arises on payment. The rates of mileage are as follows:

- 5.1 Travel by car [Irrespective of Engine size] 45p a mile up to 10,000 miles & 25p a mile thereafter
- 5.2 Travel by motorcycle 24p a mile
- 5.3 Travel by bicycle 20p a mile

6.0 Subsistence Allowance

Keighley Big Local will reimburse Big Local People for refreshments, where the Local Trusted Organisation, an identified person nominated by the Partnership or the Big Local Projects Coordinator is unable to purchase them. Generally, lunch is offered to Big Local People involved in more than four hours development activity each day and lunch and dinner where Big Local People are involved in development activities for more than 8 hours. The following allowances generally apply per individual:

- 6.1 Full Partnership Meetings. No Claim. Refreshments and food provided.
- 6.2 Sub Group Meetings between 9am-6pm £2.50
- 6.3 Sub group Meetings between 6pm-9pm £5.00
- 6.4 For a Part Day including Lunch £6.00
- 6.5 For a Full Day including Lunch & Dinner £15.00
- 6.6 For Bed & Breakfast £50.00
- 6.7 For a Period of 24 Hours outside London £75.00
- 6.8 For a period of 24 Hours within London £99.00

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KBL6

7.0 Childcare

You must be the parent or guardian of the children for whom childcare is provided. Expenses for childcare can only be paid for care provided through an agency or by an officially registered carer. Reimbursement cannot be made for informal arrangements with friends or family members.

7.1 Childcare £8.00per hour. Maximum Rate

8.0 Care arrangements for a Dependent

You must be the Carer of the person for whom the care is provided. Expenses can only be paid for care provided by an officially registered Carer. Reimbursement cannot be made for informal arrangements with friends or family members..

8.1 Care £15.00per hour. Maximum Rate

In all cases reimbursement of expenditure is restricted to the allowance or the amount spent, whichever is less

Notes

- Claim for actual expenses incurred
- Within the allowance advised or as agreed by the LTO, authorised Member of Projects Coordinator
- Get a receipt
- Use the attached Expenses claim form

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