

EXPENSES POLICY

The purpose of this policy is to outline the conditions on how AVPB reimburses expenses for staff, volunteers and trustees, and how they go about utilising the claims procedure.

Out of pocket expenses for work carried out on behalf of AVPB will be reimbursed.

Expenses forms are available to staff, trustees and volunteers and the procedure for reimbursement is outlined in the policy below.

Staff are entitled to claim when they are required to be away from the office on AVP business.

Out of pocket expenses for work carried out on behalf of AVP Britain with the agreement of the relevant staff will be reimbursed. Forms will be given to staff and volunteers, and the procedure for reimbursement explained.

Volunteers must not be paid a fixed regular amount, as this could result in them being classified as part-time paid workers. Expenses forms will be given to volunteers, and the procedure for reimbursement explained. All expenses claims must be supported by a valid receipt.

VOLUNTEER/STAFF EXPENSES:

MEALS

Where voluntary work involves a shift of **at least four hours** over a meal-time, a meal will be provided or cost of lunch reimbursed up to, but not exceeding, the current rate of £6. Where voluntary work involves an evening shift, evening meals will be provided or reimbursed up to, but not exceeding, the current rate of £16. These are maximum amounts to ensure you can meet your needs; if you can comfortably eat for less, please do. Unspent allowances cannot be carried over to other days. Please don't use the allowance to cover the cost of alcohol, but do get whatever soft drink you need.

Refreshments purchased during any journey will not be reimbursed if the journey is less than 2 hours. A drink and snack can be claimed for longer journeys.

Staff are entitled to claim on the same terms when they are required to be away from the office on AVP business.

ACCOMMODATION

Where voluntary work requires an overnight stay, accommodation will be provided or the cost of accommodation reimbursed up to a maximum of £100 per night including breakfast.

Accommodation on the evening prior to an event is allowed if it prevents having to leaving home prior to 0630.

Accommodation after an event is allowed if the person would need to travel and arrive home after 2300.

The same terms apply to staff who are required to spend the night away from home on AVP business.

TRAVEL

Staff, interns and volunteers may claim expenses for travel to and from the place of work (except when, for staff, this is their usual place of work on a usual working day). *Please always travel by public transport when it is reasonably possible to do so.* For journeys which cannot reasonably be made by public transport, mileage allowances are as follows:

- Car: 40p per mile
- Motorbike: 24p per mile
- Bicycle: 20p per mile

When passengers are carried on AVP business, a passenger allowance of 2p per passenger per mile will be paid.

For regular volunteers and interns working at the national office in London, the maximum daily travel allowance is equal to the current return Underground fare by Oyster from Fare Zone 6. Volunteers travelling daily from further afield may claim up to this maximum amount.

For regular volunteers and interns at regional offices, the maximum daily travel allowance may be set by the Regional Management Committee or, in the absence of a regional policy, by the Regional Coordinator, who will try to set a fair amount in the spirit of the overall AVP Britain expenses policy.

DEPENDENCY COSTS

Where AVP regions have designated funds for this purpose, they may consider reimbursement of crèche, child-minding fees or other dependency costs incurred in order to be available for voluntary work.

COMMUNICATIONS

Phone calls made on behalf of AVP Britain can be reimbursed. The calls should be claimed monthly following the arrival of your bill and should be clearly highlighted on the itemised bill and show the number called and the time and duration of the call.

CONSUMABLES

Paper and other consumables used by volunteers on behalf of the AVP can be reimbursed up to a set limit agreed by your regional coordinator. You must also bear in mind:

- A budget should be obtained from AVP Britain prior to any purchase being made.
- AVP may be able to supply the item at a lower cost due to bulk purchase.
- Where possible generic items should be purchased in place of branded, more expensive items.
- An itemised receipt must support any purchase made.

POSTAGE

Postage costs can be reimbursed. You should obtain a receipt from the post office for all purchases of stamps and postage of items.

LOSS OF EARNINGS

To help AVPB have a diverse spectrum of volunteers and trustees, the Chair and the Treasurer will consider paying loss of earnings (including regular overtime payments) in exceptional circumstances (as defined by the trustees on a case by case basis).

AVPB may be responsible for the deduction of Tax and National Insurance. This will be done in accordance with guidelines issued by HMRC.

In order to facilitate the smooth and prompt payment of these payments, proof will not generally be required, as these will be taken on trust due to the complex nature in which some employees are paid. However the Board may request proof that a loss has incurred.

NATIONAL GATHERING AND AGM

Paid staff who attend the National Gathering and are working on behalf of AVPB during the Gathering will be paid the full conference cost and travel.

Paid staff who attend the National Gathering and are not working on behalf of AVPB during the Gathering will not be reimbursed.

The eligibility for free attendance by staff will be decided by the Chair of Trustees, who may also decide on a pro rata basis.

Trustees attending the Gathering may apply their costs reimbursed.

Members of AVPB who require funding to attend the Gathering should apply for a bursary directly from their regions.

Expenses forms can be obtained from Trustees or the Treasurer.

Expenses will be reimbursed by sending receipts and the completed form to AVPB National Office.

Payments may be paid in advance of an event in lieu of receipts, if needed for example to pay for a hotel or train travel. This will be at the discretion of the Chair and a completed claim form must be submitted after the event.

The Board empowers the Chair to make minor amendments to the rates payable at his or her discretion, while reserving the right to revoke this delegation at any time.

*Agreed 1 June 2018
Date for review: June 2020*