

Expenses policy

Introduction

Barrow upon Soar Library values its volunteers and we want to ensure that there are no barriers to volunteer involvement. All reasonable out-of-pocket expenses incurred in the course of a volunteer's role, will be reimbursed, including expenses for travel, as set out in this policy. This process will also be explained during induction process.

Scope

This policy is relevant to all volunteers, including management committee members.

Activity covered by this policy

Any involvement/activity as agreed between i) the volunteer and the Coordinator of Volunteers or ii) between the management committee member and (depending on the sum) either the chair of the committee or the committee as a whole.

What expenses will be paid for?

- Travel to include bus, train, taxi or car (car mileage will be paid at the HMRC travel rate of 45p per mile).
- Subsistence, which covers the cost of food and beverages if volunteers have to travel as part of their role (subsistence will be paid in line with the HMRC rate – Details are available from the Coordinator of Volunteers)
- Other expenses need to be agreed in advance in writing with i) the Coordinator of Volunteers (for volunteers) or ii) with either the chair of the management committee or the committee as a whole (for committee members).

Where appropriate, a valid ticket, receipt or copy invoice will need to accompany a claim for expenses.

Authorisation of expenses

Threshold	Volunteers (inc LMC members claiming expenses as a volunteer)	LMC members claiming expenses as LMC members, not already authorised by the committee*
Up to and including £50	Fill in an expenses form, which will be provided by the Coordinator of Volunteers (see appendix 1) and give or send to the Coordinator of Volunteers	Email evidence of the costs incurred, with a description of the purpose of the costs, to the Chair of the Library Management Committee, for review and authorisation.
Over £50 and up to and including £100	As above. The Coordinator of Volunteers will then forward the completed form to the Chair of the	

	management committee for second signature.	
Over £100	As per route 1. The Coordinator of Volunteers will then forward the completed form to the Secretary of the management committee for inclusion on the committee's next agenda. The minute to the meeting will constitute the authorisation.	Email evidence of the costs incurred, with a description of the purpose of the costs to the Secretary, for inclusion as a paper at the next management committee meeting.

Additional notes for volunteers

For volunteers, expense forms should be completed monthly.

In the absence of the Coordinator of Volunteers, authorisation can be given by the Chair of the management committee for any expenses up to and including £100.

When an expense claim has been authorised a payment will then be made to the volunteer either by cash, cheque or into their bank account (where bank details and permission have been given).

Claims for less than £10 can be processed through the standard petty cash procedure.

***Additional notes for management committee members**

If expenses of any value have already been agreed by the management committee and minuted as such in the library management committee minutes, **either**:

- i) email evidence of the costs incurred with a reference to the relevant management committee minutes to the Treasurer **or**
- ii) leave the relevant hard copy documentation in the tray in the library kitchen, marked for the attention of the Treasurer.

The Treasurer will then set up payment.

Approved by Library Management Committee: September 2024

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