



## Expenses Policy Croydon Community Energy Ltd. (CCE)

### Statement of Intent

**Croydon Community Energy Ltd (CCE)** is an organisation which highly values volunteers and therefore we want to ensure that anyone who wants to volunteer with us is able to do so regardless of their financial situation.

This policy provides information and guidance about volunteer expenses for Croydon Community Energy volunteers.

### Reasonable Expenses

Croydon Community Energy is happy for volunteers to claim expenses, but they do have to be reasonable, and there are maximum limits for expenses. We encourage anyone claiming expenses to try and find the most cost-effective method possible, without putting their safety or wellbeing at risk. We will only pay back money you spend as part of your volunteering role.

### What is covered

We will cover travel, food and drink, and, where needed, accommodation costs for volunteers. Should a volunteer need to claim expenses above the limits set, this will be reviewed on a case-by-case basis.

### Travel

We will pay for any travel costs to and from where people are volunteering or if they need to travel as part of their role. Where possible we ask volunteers to book as early as they can and to choose the best value option. This includes choosing public transport over car if it's cheaper. Journeys made using Oyster cards and similar prepaid travel cards can be claimed by showing us suitable receipts, for example a print of your Oyster TfL account.

- We will repay travel by public transport or car up to £50.
- When volunteers drive to and from, or as part of, their volunteer role we will repay the cost of petrol at 45p per mile. Please include the postcodes for the start and end of each car journey.

### Food and drink

If people are volunteering over a mealtime, and where a meal is not provided, we will pay back the cost of a meal.



- Breakfast can be claimed when a volunteer is staying overnight for their volunteering or starting before 9am.
- Lunch can be up to £7.
- An evening meal can be up to £15 if volunteering past 7pm.
- Reasonable costs of soft and hot drinks will be paid back as part of the above limits.
- If volunteering for a full day or longer no more than £25 can be claimed in a 24-hour period.
- We do not repay the cost of alcohol.

### **Accommodation**

There may be rare occasions when volunteers will need to stay overnight somewhere. In most cases we will try and book accommodation on behalf of volunteers. We will pay for accommodation and breakfast up to £100 or £170 in London. If breakfast is not included in the room price this should be added for the volunteer when the room is booked.

### **Other costs**

We ask that volunteers agree any other costs in writing with the Finance Director (Reysha Shah) before purchasing other items like stationery. When a volunteer role requires a specific piece of equipment, we will look to buy these in bulk, and give these to volunteers.

### **Payment**

We can pay expenses by bank transfer (BACS) only. Expenses should be claimed within three months of the activity.

### **Expense claim form and accompanying receipts**

Volunteers must complete and sign the volunteer expense claim form found in the Appendix for any expenses. Original receipts or scanned copies of receipts must be attached to the form for it to be approved. For mileage claims, where no accompanying receipts are needed, the form can be electronically signed. All forms and receipts should be sent to [hello@croydoncommunityenergy.co.uk](mailto:hello@croydoncommunityenergy.co.uk). The expense claim will be checked and approved by the Finance Director.

### **Payment by bank transfer (BACS)**

BACS payments will be paid within five (5) working days of a correctly filled expenses claim form submission. In most cases they will be paid sooner.



### Croydon Community Energy Volunteer Expenses Claim Form

How to claim expenses:

- Please complete and return to [hello@croydoncommunityenergy.co.uk](mailto:hello@croydoncommunityenergy.co.uk).
- You will need to attach all receipts to this form and number them according to the claim.
- Expenses will be repaid in cash within 5 working days from the date that the form is received.
- Please read over our Expenses Policy before claiming any expenses.
- Please discuss with the Finance Director in advance if you are unsure whether any expenses can be claimed.

Date	Description of activity	Description of expenses	Travel		Receipt Number	Total (£)
			Method of transport: bike/bus/train/car/taxi	Mileage		



**NOTES:**

Mileage is calculated at 45p mile for car and vans. The cheapest bus and rail should be purchased.

If your expenses claim includes car mileage, please tick box to confirm that you hold a full driving licence, have insurance cover, that your car is roadworthy, taxed and has a current MOT Certificate.

Any volunteer who does not want to claim expenses can donate the amount back to the project by ticking the box:

**Signed by volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Policy Creation and Review Dates**

Date of policy creation: 7<sup>th</sup> February 2022

Date policy reviewed: 31<sup>st</sup> January 2023

Date that next review is due: 31<sup>st</sup> January 2024

Date policy reviewed: 31<sup>st</sup> January 2024

Date that next review is due: 31<sup>st</sup> January 2025

Date policy reviewed: