

## Battle Scars CIO Volunteer, Trustee & Staff Expenses

<b>Introduction</b>	
<b>The Battle Scars policy</b>	All volunteers, trustees and staff will have their travel and other expenses reimbursed when acting on behalf of the group. Such expenses need to be agreed in principle in advance by the CEO, volunteer leader / manger or the board of trustees and authorised by the treasurer upon presentation of a fully completed expenses claim form with all relevant receipts.
<b>How to claim expenses</b>	<ul style="list-style-type: none"> <li>• The expenses claim form must be used for all expenses. In some cases, petty cash will be used to reimburse upon presentation of receipts.</li> <li>• Volunteers will be provided with an expenses claim form either printed or by email to print themselves (whichever they prefer) and will be reimbursed by direct bank payment (BACS), cheque, or in cases of small amounts, in cash.</li> <li>• Receipts must be provided for expenses to be reimbursed.</li> <li>• Expenses can be claimed up to 3 months after the event.</li> <li>• Completed expenses forms must be submitted between the 1<sup>st</sup> and 15<sup>th</sup> of each month. Those submitted after the 15<sup>th</sup> may not be paid until the month after.</li> </ul>
<b>What we consider legitimate expenses</b>	<ol style="list-style-type: none"> <li>1. Transport to and from:               <ul style="list-style-type: none"> <li>• training events whether supplied by Battle Scars or other organisations;</li> <li>• events where Battle Scars are holding a stall;</li> <li>• meetings, presentations, discussion groups or other Battle Scars business;</li> <li>• volunteers travelling to Battle Scars HQ;</li> <li>• support group venues if facilitating or co-facilitating a group;</li> <li>• trustees, guests and staff (if out of their regular working hours) attending board meetings.</li> </ul> </li> <li>2. Lunch or evening meal if the volunteer works a <b>minimum of five hours on one day</b></li> <li>3. Materials</li> <li>4. Trustee childcare costs in order to attend board meetings.</li> <li>5. Trustees may be compensated for loss of earnings to enable attendance of meetings during working hours.</li> <li>6. Printing costs using own printer</li> </ol>
<b>Battle Scars will reimburse for:</b>	
<b>Bus fares within Leeds</b>	Current price of a Day ticket. The ticket serves as receipt.
<b>Bus fares to Leeds from out of Leeds</b>	Ticket face value. The ticket serves as receipt.

<b>Train tickets</b>	Ticket face value. The ticket serves as receipt.
<b>Taxis</b>	Discuss with treasurer, CEO, volunteer leader / manager or chair of the board <b>beforehand</b> . Battle Scars will encourage volunteers, trustees and staff to use the cheapest public transport method possible or own transport but in certain cases we will reimburse taxi fares. A receipt <b>must</b> be submitted with the expenses claim form.
<b>Mileage</b>	45 pence per mile Mileage may be calculated by using an established mileage calculator (AA or RAC) from home or work address postcode (depending on where they're setting off from) to venue postcode.
<b>Lunch</b>	£5 Volunteers, trustees and staff working a <b>minimum of five hours on one day</b> will be able to claim expenses for lunch.
<b>Evening meal</b>	£15 Volunteers, trustees and staff working a <b>minimum of five hours on one day</b> and after 5 pm will be able to claim expenses for an evening meal.
<b>Materials</b>	We will reimburse expenditure for material for group activities, events and training. Please discuss with treasurer, CEO, volunteer leader / manager or chair of the board <b>beforehand</b> .
<b>Printing costs</b>	14 p per page We will reimburse printing costs covering fair use as agreed by the volunteer manager, the line manager or in the case of the trustees, by the treasurer (treasurer's printing costs must be authorised by the chair of the board).