

## **Horsley Village Hall** **Expenses Policy**

All Trustees & volunteers are eligible to claim reasonable expenses incurred in their roles whilst supporting Horsley Village Hall Trust (HVHT).  
HVHT do not want any person to be out of pocket when volunteering.

We will reimburse travel costs and any reasonable monies spent acquiring items to enable a Horsley Village Hall Trust activity/event to run or items purchased for the benefit of the hall. This policy sets out how this happens to ensure that neither we nor our volunteers face any legal, tax or benefits problems.

### **What we will reimburse**

Please consider the most cost-effective means for gathering equipment/resources for events or for the benefit of the hall's functioning. Receipts must be presented for items purchased, these can be paper or screenshots of digital receipts. These must list the items being claimed for and their individual costs.

### **Permission for spending**

Should an item which is required be over the amount of **£50** agreement must be sought from **2** Trustees before any transaction goes ahead. This is to ensure funds are spent wisely and are agreed by the Board as appropriate/necessary.

### **Petrol costs for travel**

We will reimburse people's car journeys to volunteer using the HMRC rate of 45p per mile. This is the rate that is used to avoid potential tax and benefit problems. We will reimburse reasonable journeys in the course of your support of the hall.

### **Public transport travel**

We will reimburse reasonable bus or rail travel costs up to £8. Any tickets should be retained and submitted to enable funds to be reimbursed. If we do not do this the payments could be seen as income by Jobcentre Plus and HMRC. It could even change our relationship with our volunteers into an employment one.

### **Car Parking**

We ask that where possible you park in places that are free, however, we can reimburse parking charges provided you obtain a receipt.

### **How we will reimburse**

Volunteers must record their expenses on the Volunteer Expenses Form, which they will receive by email. This should be sent to HVHT's Treasurer along with receipts, tickets, or screen shots of digital parking tickets/receipts. Expenses must be claimed within 3 months but ideally as soon after funds have been spent.

Reimbursement will be by electronic payment unless this is not possible. Trustees/volunteers will need to provide bank account details to enable this to happen.

