



## Expenses Policy

### 1. Purpose

This policy outlines the guidelines and procedures for managing, recording, and reimbursing expenses to ensure responsible use of the charity's funds.

### 2. Scope

This policy applies to all employees, volunteers, and trustees of Refugees Welcome North Somerset (RWNS).

### 3. General Principles

- Expenses must be necessary, reasonable, and directly related to the charity's mission and aims.
- All expenses must be pre-agreed by the CEO or a Manager.
- Proper documentation (receipts, invoices, etc.) must be provided for all expenses.

### 4. Types of Expenses

#### Travel

- For Volunteers: Reimbursable expenses include travel to sessions and centres, with a maximum reimbursement of £10 per session.
- **For Paid Staff:**
  - For the purposes of this policy, 'hybrid staff' refers to members of staff who are contracted to work from home and from RWNS centres.
  - Commutes from home to the regular place of work are not reimbursed.
  - Your contract and job description will state your regular place of work.
  - Full-time hybrid workers: 'Regular commute to work' is 2 journeys per week.
  - Part-time hybrid workers: 'Regular commute to work' is 1 journey per week.
  - Travel during the working day on charity business, or any travel beyond the 'regular commute to work' can be claimed as travel expenses.
- **General Guidelines:**
  - Book the most cost-effective travel options whenever possible.
  - Mileage reimbursement rate: 0.45p per mile.
  - Mileage claims should be submitted using the RWNS expenses form.

- Travel tickets (trains, coach, bus) can be purchased on your personal card and claimed via the expenses process or booked via the company card by contacting the CEO.
- If your expenses claim includes car mileage, by claiming expenses you are confirming that you hold a full driving licence, have insurance cover, that your car is roadworthy, taxed and has a current MOT Certificate.

### **Office Supplies and Equipment**

- Includes costs for printing, stationery, and other office necessities.

### **Projects, Events and Activities**

- Covers expenses related to fundraising events, projects, community outreach, welcome centre sessions, and other similar activities.

### **Training and Development**

- Encompasses costs associated with the professional development of staff and volunteers.

### **Team Wellbeing**

- Covers room hire, refreshments, resources, and activities at team meetings, including volunteer meetings.

### **Support work**

- Includes refreshments during a support session with service users

## **5. Approval Process**

- Pre-approval via email must be obtained from the CEO or responsible Manager before incurring new expenses. Specify whether this is a one-off expense or a recurring expense.
- Once approved, these expenses can be claimed on a recurring basis.

## **6. Reimbursement Procedures**

- Expense claims must be submitted within two months of incurring the expense.
- Claims must include a completed expense claim form and original receipts.
- Reimbursements will be processed within 30 days from the date of submission.

## **7. Non-Reimbursable Expenses**

- Personal expenses, including parking tickets or speeding tickets, which are considered the recipient's responsibility.
- Charity funds will not be used to purchase alcohol.
- Unapproved travel upgrades.
- Expenses without valid receipts.

## **8. Compliance**

Our goal is to ensure everyone understands and follows this policy. If there are any misunderstandings or issues, we are here to support and guide you. However, persistent non-

compliance may require us to take further action to uphold our standards and ensure compliance with legislation. If you have any questions, please speak with your Manager.

### **9. Policy Review**

This policy will be reviewed annually and updated as necessary. Next review date: 30th November 2025.