

Unit 3, Carrwood Industrial Estate Carrwood Road, Chesterfield S41 9QB

Mobile No: 07984 589456

Email:

info@chesterfield.foodbank.org.uk

**Charity No: 1174426** 

## **Expenses Policy**

**Purpose:** This policy sets out a framework for claiming expenses whilst volunteering or working for Chesterfield Foodbank.

**Scope:** This policy applies to all members of staff, volunteers, and trustees at Chesterfield Foodbank.

**Expenses:** Chesterfield Foodbank will reimburse staff/volunteers /trustees for any reasonable expenses incurred during their time volunteering or working at the Foodbank. No one should be financially disadvantaged because of Foodbank expenses.

**Travel:** Chesterfield Foodbank will reimburse for reasonable amounts spent on travelling whilst performing duties for the Foodbank. Mileage can be claimed back at 45p per mile.

## Procedure for claiming expenses:

- Expenses should be agreed in advance with the Project Coordinator Patrick Evans (info@chesterfield.foodbank.org.uk 07984 589 456)
- An expenses form must be signed by both the person claiming expenses and the Project Coordinator - Patrick Evans
- The form should be sent through to the Project Coordinator to sign and he will forward this across to the Treasurer.
- All receipts should be sent through with the form or can be handed to the Project Coordinator
- Bank details should be provided for reimbursement.

## **Reimbursement:**

• Reimbursement will be made directly into the claimant's bank account.

NB

It is your duty / responsibility to inform any relevant organisation or government body about your volunteer expenses.