

Chesterfield Foodbank Expenses Policy

POLICY CONTROL

Version	Description	Date
1.2	Expenses Policy	31/07/2024
Trussell Trust Template		
Last updated		31/07/2024
Board of Trustees approved this version		04/09/2024
For Review:		31/07/2026

Related policies / documents

Description
Financial Controls and Cash Handling Policy
Volunteer Handbook

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:

- Volunteer expenses should be agreed in advance with the Project Manager Patrick Evans (info@chesterfield.foodbank.org.uk – 07529 224996)
- An expenses form must be signed by both the person claiming expenses and the Project Manager - Patrick Evans
- The form should be sent through to the Project Manager to sign and he will forward this across to the Treasurer.
- Staff expenses are claimed monthly using the Staff Expenses form. Amounts up to £500 can be approved by the Treasurer. Amounts exceeding this figure must be approved by the Chair of Trustees or the Vice Chair of Trustees.
- All receipts should be sent through with the form or can be handed to the Project Manager or Treasurer.
- 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.