NORTHAW & CUFFLEY PARISH COUNCIL
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VOLUNTEER EXPENSES POLICY

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Purpose

This policy sets out the Council's rules on how volunteers can claim for expenses incurred in the performance of their service to the Council. The purpose of this policy is to ensure that volunteers are properly reimbursed for legitimate expenses and to ensure that these expenses are treated appropriately for tax purposes.

It does not apply to employees or councillors.

General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with pre-approved duties that you undertake in the course of your volunteer role.

To be able to claim an expense you will require prior written authorisation from the Clerk.

To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form.

Wherever possible, the Council will procure supplies directly to avoid the processing of expenses.

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Clerk for approval. Once approved, the claim form will be processed for payment. The Council have a single payment run at the end of each month. Claims approved prior to the 20th of each month will be paid at the end of the same month, those approved after the 20th will be paid at the end of the month following.

Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk. The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by BACS transfer, and therefore bank details for payment will be required.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may require the value of that claim to be refunded.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain.

In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.

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