

SoundCafe Leicester

Responsible Officer	Manager	Policy Approved	Trustees
Review Required	November 2020	Date	14.11.19
Expenses Policy			

1. This document sets out the policy for claiming travel and other expenses from SoundCafe Leicester (SCL) in connection with authorised charity business.
2. This policy applies to all volunteers, staff and Trustees of SCL and provides a framework for how an individual can claim and be reimbursed for reasonable and authorised expenses that are incurred while doing business for SCL.
3. SoundCafe Leicester operates its expense re-imbusement in accordance with Her Majesty's Revenue and Customs (HMRC) guidance and therefore require supporting evidence for all claims. Claimants are expected to retain and submit evidence to support all expenses claims. This might include the ticket/receipt or a photocopy of the relevant document. There should be a receipt for all transactions and at least proof of payment for contactless transactions.
4. Claims should be made by completing the SoundCafe expenses form identifying which activity a claim applies to. Claim forms should be returned to the Chair of Trustees or Treasurer as soon as possible and no later than one month after the event/purchase. Claims received after this period may not be accepted.
5. Expenditure will be approved in accordance with the defined limits in the table below:

Expense	Limit	Requirement	Approval
Materials in support of an activity at SCL	£30	Submit request and cost to Team leader prior to purchase	Team Leader & A&VS Co-ordinator approval
Materials in support of an activity at SCL exceeding £30	£50	Submit request and cost to A&VS Co-ordinator prior to purchase	Volunteer Services Co-ordinator
Materials/Goods or service exceeding £50	£250	Submit request to Manager	Manager
Goods or services exceeding £250 * refer to paragraph 7	£250+	Quotation for supply of goods or service – this can be in the form of an email to be submitted to the Chair of Trustees & Treasurer.	Two Trustees
Goods or Services exceeding £500	£500+		Trustee Board

6. All planned expenditure over £500 must be approved by the Trustee Board.
7. Any expenditure over £250 needs at least two written quotations. In an emergency, discussions can take place by email, but must be recorded as a minute at the next trustee meeting.
8. Any expenditure agreed in the absence of the Treasurer must be communicated to the treasurer as soon as possible – preferably in writing (this includes email).
9. SCL does not routinely pay for travel or car parking expenses. Travel expenses will occasionally be paid, after prior agreement of two trustees.
10. Mileage can be occasionally paid at the rate of 45p per mile. Agreement should be sought in advance, from two trustees.
11. Essential parking fees will be paid with the prior agreement of the Manager. Where possible for SMH pre-validation car parking tickets will be used.
12. Details of tickets purchased will be retained and managed by the Administrative & Volunteer Services Co-ordinator. Purchase of tickets will be in accordance with the approvals limits listed above.
13. Payments of under £30 may be paid through petty cash with the agreement of the Manager. Over £30 usually by cheque or BACS.
14. If payment is required by BACS the individual must provide details of their bank account number and sort code.