

Expenses policy (revised September 2018)

1. Introduction

Staff, Chaplains, trustees and other volunteers may all claim expenses associated with FWW and its mission. Claims are to be made on a standard expense form, with receipts attached. Claims should be made regularly, either monthly or quarterly.

The form is available as both a Word and Excel file and either may be used. If printing, use the Word file. Those keeping records on a computer may prefer the Excel format. Both files are available on the FWW Sharepoint site which chaplains, trustees and volunteers may register to use. Contact the office for registration or for a supply of printed forms.

Records and data will be kept by the treasurer in accordance with the FWW privacy policy.

2. Submitting claims

By email (preferred): The claimant should send an email, with the completed form and scanned receipts attached, to a member of the Executive for authorization. For chaplains and staff this would normally be the Development Officer; for trustees, the chair or secretary, who will forward the claim to the treasurer for payment.

The form need not be signed by either the claimant or the person authorizing the expenses, but the accompanying emails should clearly state that the expenses are correct and authorised. The treasurer will save copies of these supporting emails. Use either the Word or Excel format.

By post: The form, in Word format, should be signed by the claimant and the person authorizing the claim, before being submitted to the treasurer. A claimant may not authorize their own expenses.

3. Payment

Payment of agreed expenses will be made by bank transfer. Claimants should lodge their bank account details with the treasurer for this purpose. Claims may be paid by cheque if requested.

4. Claimable expenses

- a. **Use of own car**: Actual mileage at HMRC rates (currently 45p/m for the first 10,000 miles; 25p thereafter) calculated from the claimant's home address, except for employees.

Employees may claim from their designated place of work (usually the FWW office) when working their contracted hours if travelling on business elsewhere, or the equivalent net mileage if travelling from home [i.e. the total journey mileage minus their standard journey to work distance]. Employees working outside their normal office hours (e.g. in the evenings) may claim the full mileage from their home address.

All car journeys should be listed on the form, Word or Excel, specifying date, destination and purpose of journey.

- b. **Parking:** Include receipts and/or tickets.
- c. **Public transport/taxis:** With receipts for the cheapest possible route/ticket. Taxis should only be used where no other means is possible. All journeys should be listed on the expenses form specifying date, destination and purpose of journey.
- d. **Telephone:** Most phone contracts include unlimited calls so the cost of telephone calls are not claimable except (by prior agreement) where calls fall outside a contract and incur a specific cost.
- e. **Hospitality:** Costs of refreshments for events should be agreed when an event is planned and claimed separately from regular expenses. Refreshments for chaplains (Coffee/tea) may be claimed if it is part of a local team meeting. Reasonable costs of entertaining contacts may be claimed if meetings are held over lunch or tea/coffee. These should be listed as 'hospitality', with details, in the other expenses section on the form.
- f. **Stationery, postage, copying, ICT equipment and software and any other legitimate expense** should be listed and claimed under 'other expenses'. If you need to purchase items on a larger than normal scale please check with the treasurer first whether these should be included in regular claims, or submitted separately. This is to avoid items which should be listed under other headings in the accounts being lumped in as chaplains' or trustees' expenses.