



Woodlarks Camp Site Trust

Expenses Policy 2018

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1 About This Policy

This is the 2018 version of the Woodlarks Camp Site Trust Expenses Policy.

It is a Policy Document of Woodlarks Camp Site Trust.

It has been produced using Microsoft Office 365. The file is saved in .docx format. Using other software (e.g. OpenOffice) can cause formatting inconsistencies and is not recommended. It will be distributed in PDF format.

2 Can I claim expenses?

2.1 We don't pay ordinary expenses

Normally, when you come to Woodlarks as a volunteer to participate in camps, working parties or meetings then you are expected to fund yourself.

2.2 We will pay if we ask you to do a special task

If a Trustee asks you to do a special task, then we will pay your expenses. Examples of special tasks include:

- A fund-raising event
- Attending a meeting, training course or seminar as the Trust's representative
- Specific work or maintenance outside of normal working parties.

We will only pay expenses for a special task if a Trustee has agreed to it in advance.

If you want to claim expenses, please inform the Trustee how much the expenses will be before you agree to do the special task.

2.3 We will pay if you come to Woodlarks in an emergency

If you must attend Woodlarks in an emergency, we will pay your travel expenses.

Please inform a Trustee about the emergency and why you had to incur the expense as soon as possible after the emergency is resolved.

2.4 We will pay for materials required for Woodlarks

If you need to buy materials for Woodlarks, we will reimburse you provided original receipts, detailing the items, are obtained. Normally materials will be bought by the Warden or the Secretary. You must ask them or a Trustee before you buy anything.

The Warden is allowed expenditure for each working party. In addition to this he/she has a budget for projects funded by various donors.

The Secretary and Treasurer are allowed a budget each for stationery and office materials.

It is imperative that receipts are obtained for all goods, including goods collected from local suppliers with whom we have an account.

3 How to claim expenses

3.1 What you can claim for

Providing the expenses are approved in advance by a Trustee, we will pay for:

- mileage at the HMRC approved rate (currently 45p per mile)
- travel by public transport
- hire of formal dress if essential for the event
- accommodation and subsistence
- Providing expenses are approved in advance by a Trustee, we will pay for:
- materials bought for Woodlarks

Please try to keep costs down:

- it is usually cheaper to travel by public transport than to claim mileage
- if travelling by rail, off-peak advance tickets are usually much cheaper than full price tickets.
- please use suppliers with whom we have accounts where possible, as we have negotiated discounts

3.2 How to claim

[Download the appropriate claim form.](#)

Please note that the form is now in Excel format. It will download in “Protected Mode”, you’ll need to click the “Enable Editing” button. There is no longer a separate form for emergency travel.

If you do not have a computer, please ask Sarah to post you a copy.

Attach original receipts to justify the claim. Credit/Debit card slips are not accepted.

Note: A claim will not be paid if original detailed receipts are not attached. A receipt is not required for mileage.

Send the form to:

Sarah Lane
Woodlarks Camp Site
Kathleen Marshall House
Tilford Road
Farnham
Surrey
GU10 3RN.

4 Document review

This policy will be reviewed as and when needed

Signed:

Date:

Print name:

Position held:

Implemented: May 2018

Next review: May 2021

Person responsible: Mark Greenwood