

Lothians Conservation Volunteers

www.lcv.org.uk



A registered Scottish Charitable Incorporated Organisation, No. SC020384

Version	6
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Expenses Policy

LCV is a small organisation with a small income and is generally able to cover only a subset of expenses incurred by volunteers.

What can not be claimed?

Unless there are exceptional circumstances LCV will not cover:

- any expenses incurred in the normal course of participating in a task;
- any expenses incurred in the normal course of attending a committee meeting;
- any expenses incurred in the normal course of attending a social event; or
- any expenses incurred in the normal course of leading or driving for a task or social event with the exception of costs relating to the purchase of 'tea-break' supplies (tea, coffee, biscuits, matches and similar) or any costs relating to the running of the bus (usually fuel).

What can be claimed?

Certain expenses can be claimed in relation to 'unusual business', which is any activity or expenditure over and above the usual commitments of tasks, social events and/or committee meetings which is undertaken at the request of, or with the permission of, the LCV Committee. All expenses which are expected to exceed £25 must be agreed in advance.

- **Travel expenses:** LCV volunteers may claim for the cost of travel undertaken while conducting unusual LCV business up to the cost of the cheapest reasonable option.
- **Subsistence:** While conducting unusual LCV business which covers more than one usual mealtime in any 24 hour period LCV volunteers may claim expenses for food and drink up to a total to be agreed in advance. Claims may not be made for alcoholic drinks.
- **Overnight stays:** LCV volunteers may claim for the cost of unavoidable overnight stays required while conducting unusual LCV business up to a maximum cost to be agreed in advance.
- **Childcare:** Where a volunteer is participating in unusual LCV business for more than 16 hours in any one week LCV will give consideration to assisting with the cost of childcare provided that funds allow.
- **Communication expenses:** LCV will cover all communication expenses incurred in relation to unusual LCV business with the exception of mobile phone costs which will only be paid if the use of a cheaper alternative would have been impossible or unduly impractical.
- **Direct expenses:** LCV volunteers may claim for any cost relating to the purchase of equipment, fuel, maintenance, training, printing, tea break materials and similar incurred for, or on behalf of, LCV.

How to claim:

Expenses will be refunded on presentation to the LCV Treasurer of a signed receipt or other proof of purchase and an explanation of what the purchase was and why it was required. Please try to get a VAT receipt if at all possible. A VAT receipt is a receipt which shows the amount of VAT which was paid as well as the total paid (and also often the date and / or the supplier's VAT registration number).

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Exceptions:

If any volunteer feels that exceptional circumstances apply to any expense they have incurred in relation to their involvement with LCV they should approach the LCV Committee and ask for these to be specially considered.