

## **Social Anxiety West Volunteer Expenses Policy / Instructions**

All claims for expenses must be made using the 'Social Anxiety West Expenses Claim Form' and must be signed by both yourself and the chairman. On his own claim form, the chairman must have his signature accompanied by that of a signature from another committee member. Completed forms must then be given to the treasurer to be processed (presently both the chairman and treasurer is Nick Hanlon).

Ideally we would prefer if you claimed your expenses every three months, but you may claim more regularly if this does not suit your current circumstances. Please retain your receipts. We cannot reimburse you unless original receipts are provided except when claiming for mileage, printing or special circumstance that you have told us about first..

### **Filling out your claim form**

**First Name and Surname:** Please enter both your first name and surname. This is the name that will be used to write you cheque to.

**Address, Post Code:** Please enter your full address and postcode so we know where to send your cheque.

**Period From/To:** Please enter the dates for the period you are claiming for. e.g. If you are claiming for January, February and March 2010, put the 'from date' as 1/1/10 and the 'to date' as 31/3/10.

**Claiming Travel Expenses:** For each journey please write the date the journey took place and the reason why you had to make the journey (Journey Purpose). On most occasions this will either be 'facilitation' or 'committee meeting'.

**Postcodes:** Please write the postcode from where you travelled from (Postcode 1) and the postcode where you travelled to (Postcode 2). For example, if you travelled from your home to the group venue at BS2 0EZ you would enter your own postcode under 'Postcode 1' and BS2 0EZ under 'Postcode 2'. If you do not know the postcodes then please write the road name and city/town instead (use back of form if necessary).

The 35 Old Market Street postcode is BS2 0EZ  
The Quaker Meeting House postcode is BS7 8PD

**Mode:** Please enter how you travelled, i.e. Car, Motorbike, Bicycle, Bus. The following amounts can be claimed for each mile of each mode of transport.

Car	40p per mile*
Motorbike	24p per mile*
Bicycle	20p per mile*
Walking	There is no government tax free approved rate for walking so unfortunately we cannot offer this

Bus	Claims can only be made if receipts are attached. Maximum claim is the price for a one day pass. Please read mileage info too
Taxi, Train, Other Mode	Due to their high cost please seek approval <u>before</u> making journeys using these modes of transport

\* These are the maximum tax free rates set out by the government.

**Mileage:** You can only claim for miles that were necessary for you to travel as part of your volunteering with Social Anxiety West. Typically this will be from your home to the place where you will be volunteering and then back home again. You cannot claim for mileage that you would have had to still travel if you were not volunteering.

For example, if you live in Bristol but will be travelling to your place of volunteering directly from Bath because you have spent the day there visiting a friend then you cannot claim for mileage from Bath. This is because you would have had to travel back home from Bath anyway even if you were not volunteering. You may still claim for the distance that you would have had to travel if you were starting your journey from your home.

Using the above example, an exception to this would be if you had made a special trip to Bristol from Bath just to volunteer and then had to immediately return to Bath without visiting any other destination. You could then claim for the full journey but we would suggest that you ask if another volunteer with less distance to travel could take your place that day. Please also note the maximum claim amount in the next section.

If you sometimes volunteer as a facilitator or committee member but are attending a group meeting/session/event to benefit from it and are not scheduled to volunteer that day then you cannot claim for your travel expenses. An exception to this would be if you were *asked* to fill in for an absent volunteer who was scheduled to work.

Even though we only ask for two postcodes you can still claim for both your journey to your place of volunteering and your return journey home again. Just add the mileage for both journeys together.

Mileage can be calculated using online mapping services such as [maps.google.co.uk](https://www.google.co.uk/maps) (click on 'directions' and enter both postcodes). Please round figures to the nearest mile. If you do not know the distance then please do not guess. Instead, just write in your postcodes and put x1 in the mileage column for a single journey or x2 to include the return journey too. We will then calculate your mileage for you.

**Amount:** Please enter the total amount for each journey. Typically this amount will be your mileage times the rate for your chosen mode of transport. Note that the maximum you can claim for each two-way journey is £10.

For example, if you travelled by car and it is 4 miles from you house to your place of volunteering then including your return journey your total mileage for that journey will be 8 miles. You then times this by the rate for car travel which is 40p;  $8 \times 40p = £3.20$ . So £3.20 is what you would write in the amount column for this journey.

## Other Expenses

These will typically be for things such as session refreshments, parking or other miscellaneous items. Please write the date you had to spend the money, why you had to spend it and how much you are claiming for. You can only claim for money you spent in direct relation to your volunteering with Social Anxiety West. Original receipts must be attached for us to refund you.

You may also claim for printing and lamination costs using the rates set out below. For each type of item please write in the reason, the number of items, the rate used and total amount.

Printing – A4 Single Sided (B&W)	3p per sheet
Printing – A4 Double Sided (B&W)	4p per sheet
Printing – A4 Single Sided (Colour)	4p per sheet
Printing – A4 Double Sided (Colour)	5p per sheet
Printing – A3 Single Sided (B&W)	6p per sheet
Printing – A3 Double Sided (B&W)	8p per sheet
Printing – A3 Single Sided (Colour)	8p per sheet
Printing – A3 Double Sided (Colour)	10p per sheet
Lamination - One A4 Sheet	10p per sheet
Lamination - One A3 Sheet	20p per sheet

For photocopying done at your own expense, please use the rate you were charged at the time.

## Finishing your form

Please add both sub-totals together and write the amount next to 'Total Claim Amount'.

Sign your form and then ask the chairman to approve and sign it. Please hand it to the treasurer for processing. Your cheque will be sent to you in the post within one month of submitting your claim form.