



Registered Charity No
1187351

Created by: A Maratos and Neil Prentice

Create date: 07/06/19

Review date:

Reviewed by:

Expenses Policy

I. Purpose

All staff (employees and volunteers) are entitled to claim for expenses incurred delivering Chrysalis services

This policy sets out the details of recoverable expenses and the process of claiming

All claims must be submitted on the Chrysalis Expenses Form - appendix A by the 11th of the following month unless in exceptional circumstances. Chrysalis will normally only pay expenses up to three months in arrears. Claims outside these times may not be paid.

Claimants can donate all or part of their expenses to Chrysalis by entering a donation amount on the Expenses Form. Where the claimant is a UK taxpayer, Chrysalis may benefit by up to an extra 25% of the sum donated, so a Gift Aid declaration should be filled out on their first claim.

II. Mileage allowance

The approved mileage allowance payments (AMAP) set by HMRC are 45p* per mile up to the first 10,000 miles then 25p per mile thereafter (per annum) for car and van travel. Chrysalis has adopted these payment rates for travel from 1st April 2019.

Motorcycles: 25p per mile

Bicycles: 20p per mile

a) Standard mileage claims

To avoid unnecessary calculation and complication Chrysalis has standardised distances for claiming - these are averaged over the primary route distances and rounded up

Start	End	Distance
Office (Warsash)	Southampton City	8.5 miles
Office	Fareham	8 miles
Office	Portsmouth City	15 miles
Office	Basingstoke	40 miles
Office	Bournemouth	40 miles
Fareham	Southampton	16 miles
Portsmouth City	Southampton	22 miles
Basingstoke	Southampton	32 miles
Bournemouth	Southampton	33 miles



Registered Charity No
1187351

Created by: A Maratos and Neil Prentice

Create date: 07/06/19

Review date:

Reviewed by:

III. Core service delivery

Chrysalis' core services are the Wellbeing Drop-In and Support Group meetings delivered by a team of volunteer facilitators and counsellors.

b) Travel

Volunteers for the Wellbeing Drop In and the Support Groups should be recruited from the primary catchment area for the cluster. Unless otherwise agreed in writing by the management committee the primary catchment area is a road distance of 15 miles from the meeting location. Clusters should be located in areas of high population density with good access to public transport links where possible.

Where a large number of beneficiaries are travelling from outside the primary catchment area Chrysalis undertakes to consider expanding provision into a new area or to moving the meetings to better meet the needs of the beneficiaries.

Chrysalis welcomes volunteers from outside the primary catchment areas however prior to placement Chrysalis will assess the suitability of the volunteer's travel needs, it is unlikely that volunteers will be placed at a location greater than 15 miles from their primary address.

If a volunteer is asked to cover a meeting outside of their area by the Volunteer Coordinator or authorised deputy then Chrysalis will meet the travel costs of the volunteer.

c) Parking

Unless agreed in writing Chrysalis does not pay parking costs for core service delivery activities as free parking should be available at or near the meeting venue.

d) Refreshments

Facilitators can claim up to £2.50 per meeting for refreshments, this money accrues allowing for the purchase of higher cost items such as coffee in less frequent intervals.

e) Equipment

Purchases of equipment must be authorised by the Chief Executive Officer or authorised deputy in accordance with the Purchasing Procedure and receipts must be obtained.

IV. Volunteer Meetings

All counsellors and facilitators are expected to attend regular one-to-one supervision and team meetings. Supervision will be held on dedicated days at specific locations and to aid fairness Chrysalis will make every attempt to rotate the location of these meetings.

Mileage claims will usually be paid in accordance with the mileages detailed in the table above where the volunteer is assumed to have travelled from the location of their cluster. Volunteers are expected to share car journeys wherever possible.



Registered Charity No
1187351

Created by: A Maratos and Neil Prentice

Create date: 07/06/19

Review date:

Reviewed by:

V. Training

All volunteers are expected to attend initial volunteer training prior to the commencement of their volunteering. Travel and agreed subsistence expenses for attending this training will be reimbursed in accordance with this procedure.

Trans Awareness training is provided to all Chrysalis volunteers free of charge, Chrysalis will reimburse travel expenses for this training course following successful completion of the three-month trial period as an active volunteer, unless an exception has been agreed in writing by a member of the management committee.

VI. Other expenses

This section refers to expenses incurred conducting Chrysalis business as instructed by the management committee. All claims must be accompanied by receipts.

f) Travel

For rail and bus fares off peak or economy class travel should be used where possible

Mileage is as in Mileage allowance, where appropriate Standard mileage claims calculations should be used.

g) Subsistence

[Receipts must be provided to support claim]

All day meeting where food not provided - lunch (maximum £10 outside M25, £20 London)

Overnight stay - evening meal and breakfast (maximum £25 outside M25, £40 London)

Cost of alcoholic beverages purchases with subsistence claims will not be reimbursed.

h) Overnight accommodation

Maximum two-star accommodation can be utilised where business needs requires an overnight stay. This will be booked in advance through the office and does not require reimbursement.

i) Entertaining

Costs of entertaining others must be agreed in advance in writing with a senior member of the management committee and therefore cannot usually be claimed for reimbursement.

VII. Review

Chrysalis Policies are reviewed every three years.

Approval

Trustee

Name

Steph Boyd

Sig

See hard copy in office



Registered Charity No
1187351

Created by: A Maratos and Neil Prentice
Create date: 07/06/19
Review date:
Reviewed by:

Trustee	Date	<u>10/7/19</u>
	Name	<u>Anne Dundas</u>
	Sig	<u>See hard copy in office</u>
Chief Executive Officer	Date	<u>10/7/19</u>
	Name	<u>Andi Maratos</u>
	Sig	<u>See hard copy in office</u>
	Date	<u>10/7/19</u>



Registered Charity No
1187351

Created by: A Maratos and Neil Prentice

Create date: 07/06/19

Review date:

Reviewed by:

VIII. Appendix A – Chrysalis Expenses Form

The expenses form is an Excel spreadsheet, emailed to all staff, which should be completed electronically and sent to office@chrysalis-gji.org for approval and payment. A hard copy will be kept on file for seven years.



Registered Charity No
1187351

Created by: A Maratos and Neil Prentice

Create date: 07/06/19

Review date:

Reviewed by:



Name _____

Claim Date _____

Address _____

Registered Charity No. 1187351

Post Code _____

Authorised Journey(s) (please list), right click to bring up standard distances

Date	Reason	From	To	Miles	Budget	Cost
						£0.00
						£0.00
						£0.00
Total Mileage @45p/mile						£0.00

OTHER EXPENSES (please supply details & receipts)

Date	Detail	Not used	Leave blank	Receipt#	Budget	Cost
				1		
				2		
Total						£0.00

TOTAL EXPENSES £0.00

I will donate to Chrysalis £0.00

Please pay online the sum of £0.00

Bank details:

Sort code:

Account number:

or

Please send me a cheque for £0.00

Signed _____

Date _____

Approved _____

Date _____



Registered Charity No
1187351

Created by: A Maratos and Neil Prentice
Create date: 07/06/19
Review date:
Reviewed by:

Updated with new charity number 06/03/2020 DH