



Growing Hope |
Registered charity 1176358

Growing Hope, KXC, 237 Pentonville Road,
London, N1 9NG | 07496 528506
info@growinghope.org.uk

Expenses Policy

I. IMPORTANT PRINCIPLES AND HOW TO CLAIM

1. GENERAL PRINCIPLES

The principle of the expenses policy is to ensure that Staff, Trustees and Regular Volunteers are reimbursed for all necessary expenditure reasonably incurred in the performance of their Growing Hope duties. The basis of expense claims will be actual expenditure up to limits as specified in this policy. Staff and Trustees must pay for their personal expenses and claim them back. Claims for items not allowed under the policy will be rejected. Failure to comply with this policy may be treated as a disciplinary matter.

2. GUIDELINES ON HOW TO CLAIM YOUR EXPENSES

2.1 Timeliness of submission

Expenses should be submitted as soon as possible after they have been incurred and must be submitted within 3 months of being incurred in order to be accepted. Expenses are paid monthly, and for this reason advances should not be required.

2.2 Receipts Original

Receipts must accompany all claims. Where these are not available, an explanation must be provided. Credit card slips or statements will not be accepted as evidence of business expenditure because they do not show the good or service purchased. For journeys using a registered Oyster card, a printout of the journey details to support the claim is acceptable.

2.3 Expenses claims

Claims should be made using Growing Hope's expenses claim form, which is designed to capture all the relevant information to enable your claim to be processed. Where you have previously completed an expense form and are a known claimant, receipts can be forwarded within an email as long as they capture the type of spend and details of which budget it should fall under.

Completed claims forms should be emailed to the lead therapist and clinic manager and the book keeper for the appropriate local clinic.

3. TRAVEL (RAIL & CAR)



Growing Hope |
Registered charity 1176358

Growing Hope, KXC, 237 Pentonville Road,
London, N1 9NG | 07496 528506
info@growinghope.org.uk

Please note this only applies to Trustees' traveling to meetings, or Staff travelling outside of their normal place of work.

3.1 Alternatives to travelling and mode of travel

Travellers should consider which is the most cost-effective mode of travel when deciding between rail and car.

3.2. Class of travel, type of ticket (RAIL)

First-class rail travel will only be permitted in exceptional circumstances and should be agreed in advance with the chair of trustees. Travellers should endeavour to obtain cost savings by booking in advance, taking advantage of off-peak travel where practical, avoiding the more open return tickets, and taking advantage of concession rates where these are available.

3.3. Driving (INCLUDING MILEAGE RATES)

When driving on Growing Hope business you can claim mileage from your home to your temporary destination; or from your normal place of work to the temporary destination. If you travel from home to work and on to a temporary destination for business, the mileage from home to work cannot be claimed.

When driving a private vehicle, it's the driver's responsibility to ensure that you have adequate insurance on the car and the insurance policy has been endorsed to cover business use before driving a private vehicle on Growing Hope business. Growing Hope accepts no liability for loss of, or damage to, vehicles being used on Growing Hope business.

Mileage is paid at HMRC-approved rates. These are listed on the HMRC website at <http://www.hmrc.gov.uk/rates/travel.htm>

The cost of parking is reimbursed where supported by a receipt.

4.0 TRAVEL WITH A SPOUSE OR PARTNER

If a member of Staff/Trustee is accompanied by a spouse or partner who is not involved in Growing Hope business, the traveller must bear the cost of their spouse/partner.

5.0 SUSTENANCE

If a member of Staff/Trustee/lead clinician or clinic manager is working and travelling away from their normal place of work and are required to have a meeting as part of their duties for Growing Hope in a public place reasonable sustenance allowance can be claimed for, if food has not been

provided, up to the value of £10 per person at the meeting. Where the meeting has been organised for the benefit of Growing Hope (e.g. meeting a potential clinic partnership church leader) their sustenance can also be claimed.

As a general guide where an individual is working for Growing Hope away from their normal place of work and sustenance hasn't been provided, they can claim for the following: over 3 hours away 1 meal, 8 hours away 2 meals, 12 hours away 3 meals.

6.0 CLINIC EXPENSES

Clinic expenses can be paid directly with a Growing Hope debit card, provided a receipt is obtained. Clinic expenses should be agreed in advance in line with the local clinic budget and approved by the trustees where relevant.

7.0 EVENTS

Expenses related to events, such as fundraising activities, can be claimed for as per the agreed event budget, specific to each event. Event budgets should be signed off the Trustees in advance of the event itself, and any associated expenses incurred.

8.0 GENERAL GUIDANCE ON WHAT CAN BE CLAIMED:

- All travel to and from trustee meetings (by relevant attending staff and/or trustees)
- All travel to and from Growing Hope events, e.g. annual gala dinner (by relevant attending staff and/or trustees)
- Sustenance for relevant meetings where these are held over lunch and/or coffee (by relevant attending staff and or trustees)
- Clinic expenses can be claimed as per the above guidelines by lead clinicians and clinic managers only

Growing Hope is a charity and all reasonable expenses incurred by trustees and staff in carrying out their duties, in line with the policy above, may be claimed for. Growing Hope asks that all staff and trustees do use their reasonable discretion to discern what to claim for considering their understanding of the charities aims and its operation under received grants and funds.



Growing Hope |
Registered charity 1176358

Growing Hope, KXC, 237 Pentonville Road,
London, N1 9NG | 07496 528506
info@growinghope.org.uk

9.0 GUIDELINES FOR VOLUNTEERS

Where a volunteer carries out duties on a regular basis (e.g. once a week for a set number of hours), a small allowance for travel and sustenance may be claimed for. This will be agreed up front with the relevant regular volunteer considering the duties being carried out. As a guide this would cover the cost of reasonable out-of-pocket travel to and from a volunteer position and sustenance if volunteer hours extend over a mealtime.

Where volunteers participate within meetings over mealtimes (such as early evening or lunchtime meetings for fundraising, event planning or trustee meetings) the trustee hosting this meeting can use their discretion to purchase and claim back reasonable sustenance for this meeting.

Last Updated - Jan 2020.

Glossary of Terms used within this Policy

Growing Hope: means the charity Growing Hope with registered charity number 1176358, Growing Hope Kings Cross with registered charity number 1176251 and all subsequent charities registered under the Growing Hope umbrella.

Regular Volunteer: means an individual who volunteers on a weekly/monthly/periodical basis and has signed a volunteer agreement.

Staff: means an employee who works under a contract of employment for Growing Hope

Trustee: means an individual who, together with others in the same role, has governing responsibility for each Growing Hope charity.