



Growing Hope |
Registered charity 1176358

Growing Hope, 390 Caledonian Road,
London, N1 1DN | 07519 965200
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 and 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 for example Transport, meals & accommodation 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. Expenses are paid weekly, and for this reason advances should not be required. Expenses must be claimed back within three months of being incurred. Late submissions will not be reimbursed unless exceptional circumstances apply.

2.2 Receipts

Original receipts must accompany all claims. Where these are not available, an explanation must be provided. Legible digital receipts are also acceptable i.e. scanned or photographed. Credit card slips or statements will not be accepted as evidence of business expenditure because they do not show the goods or service purchased. For journeys using a registered Oyster card or contactless payment method, a printout of the journey details to support the claim is acceptable.

2.3 Expenses claims

Claims should be made using Growing Hopes expenses claim form (see Appendix 1), 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 if they capture the type of spend and details of which budget it should fall under.

Completed claims forms should be emailed to the Line Manager for approval and the Senior Finance Office at accounts@growinghope.org.uk.

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3. TRAVEL (RAIL & CAR)

Please note this only applies to trustees' travelling to meetings, or staff travelling outside of their normal place of work.

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 is not permitted. Travellers should endeavour to obtain cost savings by booking in advance, taking advantage of off-peak travel where practical, avoiding 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.

Where practical, car sharing is encouraged to reduce environmental impact and costs.

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 an original 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 engaged in Growing Hope business, the traveller is responsible for all costs associated with their

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spouse/partner. Exceptions apply only when the spouse or partner is volunteering or participating in official Growing Hope activities.

5.0 SUSTENANCE

If a member of staff/trustee/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 £15 per person at the meeting. Where the meeting has been organised on behalf of Growing Hope (e.g. meeting a potential clinic partnership church) their sustenance can also be claimed.

As a general guide where an individual is working for Growing Hope away from their 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 the Growing Hope Local charity's 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.

Guidance on what can be claimed for:

- 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 clinic managers only.

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- Accommodation may be reimbursed for events requiring overnight stay, subject to prior approval.

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 charity's aims and its operation under received grants and funds.

Guidelines for Volunteers

Where a volunteer for Growing Hope 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 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 occur during mealtimes.

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.

Volunteers must submit claims within three months as per section 2.1 of this policy.

Last Updated – Nov 2025

Version 5

Appendix 1

Growing Hope Expense Claim Form -

https://docs.google.com/spreadsheets/d/1TqtGXQMp3cl3pBNpl-FqI7U8fVi05B-W/edit?usp=drive_link&ouid=106542685151324941876&rtpof=true&sd=true

(Can be found in Growing Hope Resources for All > Finance)

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Glossary of Terms used within this Policy

Growing Hope: means the charity Growing Hope with registered charity number 1176356

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 or a Growing Hope Local Charity

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

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