



# Volunteer Expenses Policy

engage. 

# Engage Liverpool CIC Ltd

## Volunteer Expenses Policy

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**Engage Liverpool CIC is a social enterprise run by Volunteers which aims to improve the quality of life for people who choose to live in the city centre and to create the conditions for a viable, sustainable and resilient city centre population.**

We value the support given to Engage by Volunteers and without their time generously given so much of our work would not be possible. Engage has no income stream and relies heavily upon sponsorship for particular events and successful bid applications for specific projects. However we are determined to reimburse expenses for all our Volunteers where possible.

Expenses can be claimed for transport to and from the place of Volunteering using public transport unless a disability means that a taxi must be used. An expenses form must be filled in and returned to Engage on a weekly or fortnightly basis at most. If a Volunteer works for 4 hours or more consecutively they may claim expenses up to the value of £5 for a meal. Receipts are required for transport and meal expenses by our funders and auditors.

Expenses will usually be authorised by the Project Manager and ratified by the Chair or Finance Director of Engage. The Project Manager's expenses will be authorised by the Chair or Finance Director. Expenses must be claimed regularly and preferably on a 7-day or 14-day cycle. Engage would prefer to pay expenses directly into the bank a/c of the Volunteer using on-line banking unless requested to pay in cash by the Volunteer. An on-line expenses form can be filled in and submitted directly to the Project Manager who will forward it to the Finance Director.

Not all Volunteers will want to claim expenses but Engage will make a presumption that each Volunteer will claim unless they specifically state otherwise.



# Volunteer Expenses Form

Surname:

First Name:

Address:

  
  
  

Mobile:

Email:

Transport:

journeys      £  per journey

Meal:

meals      £  per meal

Total expenses:

£  for week(s) commencing  /  /  and  /  /

Receipts or bus/train tickets must be provided to the Project Manager

Date:

 /  / 

Authorised by:

Ratified by: