



Wirral Foodbank Expenses Policy

In accordance with this Policy, all staff members and volunteers may be reimbursed for authorised out-of-pocket expenses that are incurred in the course of undertaking activities on behalf of the Wirral Foodbank, as authorised by Wirral Foodbank Manager/Trustee Board.

Wirral Foodbank staff and volunteers can only claim for actual expenses such as:-

- Taxi expenses incurred as a result of delivering or collecting Foodbank vehicle for supermarket collections
- Travel and other related expenses towards carrying out activities in direct relation to Wirral Foodbank, such as committee meetings, training, conferences and events as authorised and directed by Wirral Foodbank Manager/Trustee Board
- Travelling and other related expenses towards attendance at public meetings as a Wirral Foodbank representative as authorised and directed by Wirral Foodbank Manager/Trustee Board
- All such expenses must be authorised in advance by Foodbank Manager

In addition to the above volunteers can claim travel expenses between their home and their usual place of volunteering, and supermarket collections

Cars and motorcycles

- Wirral Foodbank staff and volunteers will use their own personal car or motorcycle for Wirral Foodbank business
- Wirral Foodbank volunteers must have valid motor insurance that covers volunteering activity
- Wirral Foodbank staff and volunteers must have a valid driving licence, road fund licence and MOT if appropriate
- Wirral Foodbank will not cover the cost of fines or penalties incurred by Wirral Foodbank staff and volunteers whilst on Wirral Foodbank business
- Wirral Foodbank will not cover the cost of damages to private car or motorcycles, which should be covered by staff and volunteers' own insurance and breakdown cover
- Wirral Foodbank staff and volunteers will be repaid expenses as follows:

| | |
|--------------------|--------------|
| Car | 45p per mile |
| Motorcycle | 24p per mile |
| Bicycle | 20p per mile |
| For each passenger | 5p per mile |

Bus

- Wirral Foodbank staff and volunteers who use public buses will be reimbursed for the cost of the fare in full
- Wirral Foodbank staff and volunteers who require assistance of a carer to accompany them will be reimbursed for the cost of the fare in full

Train

- Wirral Foodbank staff and volunteers who use the train will be reimbursed for the cost of the fare in full

- Wirral Foodbank staff and volunteers who require assistance of a carer to accompany them will be reimbursed for the cost of the fare in full
- Reimbursement will be for standard class ticket only. Where possible travel should be off peak and booked in advance

Parking

- The cost of parking tickets will be reimbursed in full for the activities mentioned above

Tolls

- The cost of tolls e.g. tunnel, bridge etc. will be reimbursed in full for the activities mentioned above

Taxis

- Wirral Foodbank staff and volunteers who use taxis will only be reimbursed in particular circumstances as directed and authorised by the Wirral Foodbank Manager/Trustee Board

Claiming expenses

- Claims should be submitted to the Wirral Foodbank Manager/Trustee Board on the attached claim form and with all relevant original receipts
- Claims must be submitted by the end of the month following the month in which the expenses were incurred.
- All or part of expenses claimed can be donated to the Foodbank.

Authorised by Trustees

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| Approved & Issued: 25th September 2017 | Reviewed: 12th August 2022 | Next Review: September 2023 |
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Wirral Foodbank

Travel expenses claim form

Name: _____

Home Address: _____ Post Code _____

| Date | From | To | Mileage | Other travelling expenses ** | Details |
|------|------|----|---------|------------------------------|---------|
| | | | | | |
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** Please attach receipts for all other expenses incurred

Summary of Claim:

..... Miles at p Total £

..... Miles at p Total £

Total £ _____

Other travelling expenses £ Total £

Total amount payable Total £ _____

If you would like to donate back, some or all of your expenses please indicate amount £

Please Tick this box if you want to boost your donation by 25p of Gift Aid for every £1 you donate

I want to Gift Aid my donation and any donations I make in the future or have made in the past four years.

I am a UK Taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference

I certify that:

- this claim correctly states the expenses I have incurred in carrying out activities on behalf of Wirral Foodbank
- the vehicle(s) used is licensed, covered by a valid MOT certificate and is insured for business or volunteer purposes
- I held a valid driving licence during the period of the claim.

Vehicle Reg No: Reimbursement of expenses to be paid to

Bank Account Number

Bank Account Name

Bank Sort Code

Signed: _____

Authorised by:

Position: Date: