

Payment and Expenses Policy

Version	0.1
Last Updated	16/01/2022
Last Reviewed	24/07/2023
Approval Status	FINAL

Payments

Requests for goods and services being procured by for use by Cornerstones Foundation can be made. They should be made by the budget holder and should contain details of what good or services are to be purchased, who the payment should be made to and, if applicable, to which cost centre the payment should be charged.

Expenses

It is accepted as a principle that cost should not be a deterrent to the effective execution of a volunteer appointment within Cornerstones Foundation and that nobody should be debarred from accepting a volunteer role due to financial constraint.

Substantiated and pre-approved claims will be reimbursed subject to the maximum entitlements outlined below and within the constraints of agreed budgets. It is the responsibility of all claimants to ensure that they use the most cost-effective method of delivering their responsibilities.

- All requests for reimbursement of expenses must state the meeting, event or other information that substantiates the validity of the claim and must be pre-approved by the budget holder. In the case of the claimant being the budget holder, pre-approval should be sought from the claimant's line manager.
- For pre-approval, in the case of the Chief Executive, approval should be sought from the Chair of the Board of Trustees and in the case of the Chair of the Board of Trustees, approval should be sought from the Chief Executive.

Claims must be submitted within 30 days of the expense being incurred.

Expense Types

Use of Private Vehicles

- Before undertaking journeys by car, other means of transport should be considered
- The time available for the journey; the carriage of materials/equipment; the number of members undertaking the journey; the practicality of other means of transport and the relative costs are all factors to be borne in mind
- Private car use will be reimbursed at the relevant HMRC approved rate
- Mileage claims should state the event, starting and finishing points, distance travelled and the date of the journey
- Car parking charges will be refunded and a ticket or receipt should be produced

Rail or Air

- First Class travel may not be used, except where first class travel is cheaper than standard class travel



b) When booking/purchasing tickets the most cost-effective options should be considered. This includes web bookings/purchases, booking as early in advance as possible and travelling off-peak as these will usually result in price savings

Taxis

a) Taxi fares may be reclaimed when other methods of transport are not appropriate, taking account of cost, time and security constraints - they should be used sparingly and receipts should be produced

Subsistence

Meals

Where necessary, reimbursement will be made for out of pocket costs for breakfast, lunch or dinner when members are travelling on charity business.

The following indicate the maximum cost per person for each meal, including refreshments.

Whilst occasionally circumstances may dictate that these limits be exceeded, higher costs may be challenged:

- Breakfast: £10
- Lunch: £10
- Dinner £25

Overnight Accommodation, including Hotels

Where necessary and approved by the Chief Executive, reimbursement will be made for accommodation costs with 'en-suite' facilities. An itemised receipt is required. Room costs, excluding breakfast, should not normally exceed £80 per night (noting higher rates will be applicable in areas such as London). The following applies to all overnight accommodation:

- Any room extras including, but not exclusively, telephone calls, internet access, costs of news papers and items from a mini bar will not be reimbursed
- Should parking fees be applicable, they can be included in the claim.

Operational Expenses

Stationery and Printing Costs: General office stationery and printer consumables, at cost.

Postage: At cost.

Authority To Vary Arrangements

In exceptional circumstances, authority may be given to vary the arrangements in this policy. This authority may only be given by one of the following: Chair of the Board of Trustees or the Chief Executive.