



The Queen's Award for
Voluntary Service
2007

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Expenses Policy

Trustees, Staff Members and Volunteers, if they wish do so, may claim for any expenses incurred in pursuance of Foresight business at the current rate approved by the Board, however, this does not include social activities.

The reimbursement of expenses is to help meet our commitment to offering equal opportunities to all, expenses incurred as part of the trustee/staff/volunteer activity should be reimbursed. Expenses should be built into all funding applications or budgets as part of the regular costs of a volunteer programme.

Expenses can include:

- Travel to and from the place.
- Travel whilst working/volunteering.
- Meals taken while volunteering (all day).
- Postage, phone calls, stationery etc.
- Cost of protective clothing/special equipment etc.

Travel Expenses

Travel expenses can only be claimed for travel between places of work: They cannot be claimed for travel between home and your first designated place of work, or between your last designated place of work and home.

Reimbursing vehicle mileage, HM Revenue and Customs (formerly the Inland Revenue) sets a rate for the reimbursement of driving expenses. They are set at a level to take into account depreciation and other running costs as well as fuel.

All receipts of expenditure need to be kept for reimbursement.

This information is also available in other formats, languages and picture format upon request.

