

## **TYNESIDE WELCOMES VOLUNTEERS' POLICIES: ON EXPENSES**

From time to time volunteers may incur spending on modest items or services, for example accompanying members of the Resettled Family on public transport, carrying them as passengers in their car or buying merchandise needed by TW.

To be reimbursed volunteers will need to submit a monthly expense claim on a TW form. This will require paper receipts or tickets, or alternatively online evidence of the expenditure. Items of less than £20 will be treated as minor spending for which no prior approval is necessary. However, any claim must be submitted to the TW Treasurer within 3 months of the expenditure to ensure reimbursement.

Some repayments to volunteers may be from petty cash held by the Treasurer. Others, principally for larger amounts, may be paid directly into the Bank Accounts of individual volunteers. Payment by cheque is therefore discouraged.

The Car Transport Policy provides guidance on the approved purposes for giving lifts to Resettled Family members. No such guidance is thought necessary in relation to other costs liable to be incurred by volunteers. Items of £20 or more will be considered on an ad hoc basis by the TW Secretary.

Volunteers are not obliged to seek reimbursement of the costs they incur but are absolutely entitled to do so.

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