



## Expenses Policy

Redbridge Foodbank reimburses staff, trustees and volunteers for expenses incurred whilst carrying out business for Redbridge Foodbank. It is the responsibility of any such person to minimise the costs incurred within the boundaries of the time available and acceptable levels of comfort.

### 1. Staff

#### A. Travel

- Public transport should be used wherever possible rather than the use of a car. First class or business travel should only be used if all other alternatives are unavailable. There should be a differentiation for levels of acceptability related to the grade of staff.
- Where staff choose to use their own car and there is an acceptable public transport alternative then the expense claim is limited to the equivalent public transport cost rather than mileage.
- The mileage for individual journeys in a private car will be calculated at the current rate of 25p per mile. Where expenditure over £10 is to be incurred on a single trip authorisation from the line manager should be obtained before the expenditure is incurred.
- When travelling on official foodbank business – and an acceptable public transport alternative is not available – ULEZ charges can be claimed for the day(s) in question.

#### B. Subsistence

1. When an overnight stay away from home is unavoidable in the course of business the cost of accommodation should be agreed beforehand with the line manager and will then be reimbursed. Accommodation should be sought in budget hotels.
2. During an overnight stay, the cost of an evening meal will be reimbursed up to a limit £10 (£20 in London). If breakfast is not included in the price of the accommodation, this may be reimbursed to the limit of £5. A flat rate for meals cannot be claimed since this would then be taxable, therefore receipts must be obtained.
3. If it is a viable option to stay overnight in the house of a friend or relative, then an amount of money will be set aside in order to buy a small thank you gift or to pay for a meal for the host.
4. Reimbursement of childcare incurred when required to work outside normal working hours may be claimed subject to prior agreement with the line manager. Receipts are required for any childcare paid.

#### C. Hospitality and meeting costs

1. Paying for meals for guests should be the exception rather than the rule,
2. Where possible meetings should take place within office hours and expenses other than travel should not be incurred.
3. When organising a meeting the cost of the room should be taken into consideration.

## 2. Trustees

- Redbridge Foodbank trustees traveling to meetings and events on behalf of Redbridge Foodbank may claim for travel expenses and subsistence provided that the requirements stated sec 1A and 1B are met.
- If travelling in a company car payment will be made at the same rate as the person can claim from his/her employer as long as this does not exceed the Inland Revenue advisory fuel rates.

## 3. Volunteers

- Any volunteer travelling in connection with Redbridge Foodbank activities may claim for travel expenses provided that the travel arrangements meet with the requirements stated in section 1A.
- For volunteer's meal costs can also be reimbursed up to a max amount of £4 per day.

## 4. Claims Procedures

- To make an expense / travel expense claim the relevant form must always be filled in fully. Forms are available from Coordinators or Project Manager. Receipts or other proof of expenditure should always be attached to be claim where applicable.

## 5. Unclaimed Expenses

*Some volunteers may feel that they do not need or even should not be offered expenses payments. However, ensuring everyone claims expenses helps a group or organization to determine the full cost of a volunteer project. This will help in forecasting volunteer budgets and applying for appropriate funding. If a volunteer really doesn't want to have their expenses reimbursed is possible to set up a scheme whereby they donate these unclaimed expenses back to the group or organization along with Gift Aid. The following guidance is available on the HM Revenues and Customs (HMRC) website<sup>1</sup>:*

### How donated expense payments can qualify or Gift Aid

Gift Aid only applies to gifts of money. If volunteers decide to support your charity or CASC by not claiming the expenses they are entitled to, Gift Aid can't be claimed on the amount of expenses foregone – as they are not gifts of money.

Where your charity or CASC physically pays the expenses to a volunteer, they are free to keep the money or may choose to donate some or all of it back to your charity or CASC. Gift Aid can only apply when the volunteer makes an actual payment of money to your charity or CASC. For the payment to qualify, the other rules of the Gift Aid scheme must be met including ensuring that the limits on the value of any benefits given to the volunteer in return for donations are within certain limits.

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<sup>1</sup> 'Volunteering England web site ([www.volunteering.org.uk](http://www.volunteering.org.uk))'

For audit purposes, it is preferable that at least one of the payments by your charity or CASC, or by the volunteer, is made by cheque that has been clearly and properly recorded.

The 'value' of a volunteer's time a 'donation in kind' does not qualify for Gift Aid<sup>2</sup>.

Gift Aid forms be obtained from Coordinators or Project Manager.

Signed by:  \_\_\_\_\_  
Signed by: Diane Gordon  
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Position: Chair of Trustees

**Date:** 4/13/2025

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<sup>2</sup> [http://www.hmrc.gov.uk/charities/gift\\_aid/rules/vol-expenses.htm#1](http://www.hmrc.gov.uk/charities/gift_aid/rules/vol-expenses.htm#1)