



EMPLOYEE & VOLUNTEER EXPENSES POLICY & PROCEDURES

Version No. 1

Dated: 13th February 2023

Volunteers

It is Creative Active Lives' policy to reimburse volunteers travel expenses. Volunteers who seek reimbursement should aim to accumulate as minimal of a company expense as possible.

Qualifying expenses: Creative Active Lives will reimburse volunteers for the below expenses:

- Parking
- Travel (bus fare, train fare or mileage at 45p per mile)

To submit qualifying expenses for reimbursement, follow the procedural guidelines below:

- Record details of mileage (including to and from destination postcodes, and date of journey)
- Save receipts or proof of payment for bus fare/train fare.
- Email admin@creativeactivelives.co.uk copy of receipts/journey details along with bank details for reimbursement.

Employees

Employees who wish to reclaim business expenses should get these pre-approved by emailing admin@creativeactivelives.co.uk

Employees who seek reimbursement should aim to accumulate as minimal of a company expense as possible.

If expense has been pre-approved, please submit approved expenses for reimbursement, following the procedural guidelines below

- Mileage: Record details of mileage (including to and from destination postcodes, and date of journey)
- Bus/Train Fare: Save receipts or proof of payment (bank statement if contactless travel)
- Other approved expenses: Save receipts
- Email admin@creativeactivelives.co.uk copy of date/journey details/receipts along with bank details for reimbursement.