



Expense Claims Policy

1. Mileage allowances

1.1 An allowance for mileage will be paid to all SYHO volunteers who use their vehicle on approved SYHO business. It is the individuals responsibility to ensure that they have adequate insurance to allow them to drive their vehicle for Charity purposes

1.2 Expenses are paid for travel at 40p per mile

1.3 Payment for longer journeys will be negotiated

1.4 Expenses will be reimbursed on submission of a SYHO Expense Claim form and should be submitted on a regular basis

2. Public Transport for longer distance journeys

2.1 The cheapest available rail or bus fare should be taken and a ticket receipt attached to the Expense Claim form. This may involve booking a ticket in advance of the journey wherever possible

3. Voice coaches

3.1 The first 10 miles of any journey is not paid

3.2 Above that expenses for journeys are made at 40p per mile

3.3 An expense claim in the agreed format must be presented to the Treasurer monthly

Policy adopted 4/2/20

Review 10/21