

Volunteer Expenses policy

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Document details and review

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Responsible person	Head of Corporate Governance
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This policy will be reviewed annually or when the need arises.

	Next review date	Date approved by
Review 1	May 2016	Strategic Head of Corporate Affairs
Review 2	May 2017	Strategic Head of Corporate Affairs
Review 3	May 2018	Strategic Head of Corporate Affairs
Review 4	January 2020	Deputy Head of Governance

1. Introduction

Northumberland Clinical Commissioning Group (NCCG) will pay reasonable expenses to enable all volunteers and participants who give their time to attend specified meetings and activities to carry out work as agreed by the Lead Person of NCCG.

This policy does not cover NCCG staff members. Staff members are covered by their employer's travel, sustenance and expenses policies.

2. What can be claimed?

In general, reasonable costs that should be reimbursed are incurred as a direct result of NCCG activity and include:

- Travel from home to the place of NCCG activity
- Travel while on agreed NCCG business

If the volunteer is travelling by train a standard class ticket must be purchased.

3. Activities that cannot be claimed for

- Individuals attending meetings or other activities without specific authorisation of the Lead Person of NCCG
- Representatives of voluntary organisations and community groups whose expenses are paid by that organisation or group
- Any activity where expenses are funded from another source
- Costs that are a result of a lifestyle choice, not a NCCG activity

4. Making a claim

To be non-taxable, expenses must be the actual cost of something. Receipts/tickets/invoices should be submitted whenever possible. Claim forms must always be completed.

The current reimbursement rates allowed by NCCG as non-taxable are, this will be for public expense rates:

- Cars and vans: 28p per mile
- Motorcycles: 14p per mile

Claims forms should be submitted to at the beginning of the first month after meeting. Payments will usually be made by cheque.

Taxis

If taxis are the most appropriate form of transport to enable attendance at NCCG events, the NCCG Team will reimburse with proof of receipt from taxi service.



5. Monitoring and reviewing the policy

It will be the responsibility of the Head of Strategic Corporate Affairs to regularly review this expenses policy to make sure it is always in accordance with the equality and diversity, legal requirements and best practice.

6. Contact details

To discuss this expenses policy you should contact:

Head of Corporate Governance
Northumberland Clinical Commissioning Group
County Hall
Morpeth
Northumberland
NE61 2EF

Telephone: 01670 335161

