



EXPENSES POLICY

POLICY CONTROL

Version	Description	Date	Approval
0.1	Expenses Policy	March 2024	
Next Review:		March 2024	
Owner:		Finance Administrator – Mike Bridges	

LINKED POLICIES

APPENDICES

Expenses Claim Form

EXPENSES POLICY

1. INTRODUCTION

Newquay Foodbank believes that staff members should not be out of pocket for the contribution they make to the community.

The term “staff members” is used in Newquay Foodbank’s policies to refer to any employees, volunteers, trustees or contractors that are ‘working’ for the Foodbank. “Foodbank visitors” is the term used to describe the beneficiaries of the Foodbank.

2. POLICY STATEMENT

Where staff members of Newquay Foodbank incur reasonable out-of-pocket expenses during their Foodbank duties, they are eligible to claim reimbursement through the Expenses procedure.

Before any expenditure, all individuals should seek approval from an appropriate (eg Session) Lead or the Operations Manager.

All claims should include evidence of the expenditure eg receipts or details of the journey for mileage being claimed, and should be requested through completion of the Expenses Claim form which should be emailed to financeadmin@newquayfoodbank.co.uk.

3. REVIEW

This policy and its implementation will be reviewed at least every three year or where legislative changes occur.

APPENDIX A TO EXPENSES POLICY

EXPENSES CLAIM FORM

Receipts must be included for all items (except mileage)

For Mileage claims expenses are paid at 45p per mile. Please list the journey details ie from / to and purpose

Please return this form to financeadmin@newquayfoodbank.co.uk

Date	Description	Mileage (if applicable)	Amount (£)
Total Claimed			

Bank details for repayment (please enter)

Account name		Account number		Sortcode	
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I would like to donate _____% or £_____ of this claim back to the Food Bank
 My donation is eligible for Gift Aid Yes/No

Signed		Name		Date	
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Management Approval

Signed		Name		Date	
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