

Dumfries High Street Limited Expenses Policy (May 2020)

It is our policy to reimburse all reasonable expenses incurred in carrying out Dumfries High Street Ltd business.

It is our duty to minimise expenditure that does not contribute directly to our aims and objectives. Directors, staff and volunteers are expected to keep expenses incurred to a minimum and record, explain and justify such expenses properly.

Reimbursable expenses are generally those incurred by an individual, in the course of Dumfries High Street Ltd business, in excess of the costs incurred in a normal working day at your normal place of work.

Expenses not directly attributed to Dumfries High Street Ltd business (e.g. speeding and parking fines, penalty fares) will not be reimbursed.

The types of expenditure normally reimbursed are business travel and subsistence when required to stay away from home, purchase of supplies and sundries.

Travel Expenses

All travel expenses need to be agreed in advance with the MSQ Manager. We also want to honour our Environmental Policy which encourages the use of public transport over driving personal vehicles.

Local bus or rail tickets can be exchanged for cash. For travel outwith the region, we will pay the lowest of either:

- a) mileage at 45p per mile
- or
- b) the equivalent rail fares.

This will be paid on receipt of the rail tickets (a scan is fine) or an invoice for equivalent cost or mileage as well as a completed expenses claim form.

If there is no available public transport (e.g. returning late in the evenings or transporting large goods), then mileage at 45p per mile can be claimed but only with prior agreement so that this expense can be budgeted for.

Staff approving expenses must keep in mind a "best value" approach to ensure expenses are minimised.

Subsistence and Accommodation

Subsistence costs can only be claimed when a volunteer or director is away from the region overnight on Dumfries High Street Ltd business. Reasonable expenditure incurred on hotel bills and meals will be reimbursed to a value of £5 for a lunchtime or breakfast meal, £15 for an evening meal and £100 pppn for a hotel room. All such costs should be agreed with the MSQ Manager in advance, except for unforeseen circumstances. All claims must be supported by receipts and a completed expenses claim form.

Childcare

All childcare cost will be reimbursed, on production of a receipt or invoice from the childcare provider. We appreciate that, particularly for out of hours volunteer work, formal childcare can be difficult to obtain and volunteers may instead rely on friends or family. In that instance, we will provide expenses at a fixed rate of £10 per hour.

Reimbursement Procedure

Invoices are to be promptly provided for all expenses except when no invoice or receipt is available (e.g. parking meters and tips). Where no receipt is given, the reason must be clear.

Reimbursement will take place within 30 days net monthly of receipt of a completed expenses form and all invoices and receipts.

The policies and procedures for reimbursement of expenses may be changed from time to time. If you have any suggestions for improvements to the policies or documentation, please forward them to info@midsteeple.org for consideration by the Board.