



Torbay Parent Carer Forum (PCF)

Remuneration and Expenses Policy

Amended Date: April 2018

Ratified: AGM June 2018

Purpose

This policy is designed to assist staff and volunteers in claiming legitimate and reasonable 'out of pocket' expenses incurred while conducting activities on behalf of Torbay PCF. Within the confines of the PCF constitution all other invoices pre-approved by the Steering Group will be dealt with appropriately by the Treasurer. (PCF Constitution part 3 – Application of Income)

Claimable Expenses

'Out-of-pocket' expenses are the additional cost you have incurred directly related to activities you have undertaken for the Torbay Parents Carer Forum.

'Out-of-pocket' expenses will only be given in line with agreements made in advance of submitting a claim.

We will reimburse staff and volunteers for the following reasonable 'out of pocket' expenses agreed with you prior to submitting your claim:

- Travel - prior agreed bus or train travel or mileage @ 45p per mile PCF does not pay for usual day to day expected expenses (e.g. staff travel between home and place of work, staff childcare required to undertake their normal working duties, volunteer travel for a meeting at their child's school or at a community venue which does not require any more journeys than you would expect to make on the day of the meeting). However, if staff or volunteers are required to use public transport or their vehicles for Torbay Parents Carer Forum business travel, public transport (e.g. bus or train) tickets or mileage and will be reimbursed. Torbay Parents Carer Forum will not be responsible for staff or volunteers motor insurance, fuel, maintenance, traffic or parking violations.
- Parking - prior agreed reasonable, unavoidable and essential parking costs
- Childcare - prior agreed unavoidable childcare @ at maximum level of £10 per hour - This is only allowed if all reasonable other possibilities have been exhausted and it is considered essential for the activity to be undertaken.



- Refreshments - prior agreed reasonable refreshment costs
- Phone - prior agreed reasonable additional and essential costs
- Other - this may include reimbursement for any other type of prior agreed purchases that you have made on behalf of the PCF

Making Expenses claims

The PCF expects staff and volunteers to act responsibly and professionally when incurring and submitting costs.

- Claimants must use the appropriate PCF expenses claim forms
- Original receipts are required for reimbursement of all expenses.
- Receipts must be accompanied by the appropriate claim form(s) and must contain outlines of: the nature/type of expense; the name and role of the claimant; and the purpose of the expense
- Expense claims must be submitted with receipts and approved before payment
- All claims must be submitted within 3 months of activity for payment and before the end of the current financial year. (extensions to this will only be allowed by express permission from the Steering Group)