

## EXPENSE AND FINANCE

To claim expenses we use PCP claim forms which are available from your Volunteer Supporter

Claims are to be submitted by 10<sup>th</sup> of each month (to be reimbursed in that same month) to your volunteer support worker for approval, they will be sent to be processed and paid by PCP Finance team.

Travel is currently payable at 45p/mile when a car is used, otherwise public transport rates apply, unless there are special circumstances.

We encourage volunteers to car share where possible.

Taxi use must be agreed and pre-booked via HWCD Office and used only where appropriate (e.g. when public transport is unavailable). Authorised attendance at a full day event (over four (4) hours) relating to the work of HWCD, where lunch is not provided, can claim subsistence allowance as follows: Meal – up to £5.00

Only out of pocket expenses incurred on authorised HWCD activity can be claimed.

Claiming Benefits and expenses-HWCD cannot give you any money except for reimbursing you for out-of-pocket expenses that you've incurred in order to volunteer, for example the cost of travel, meals while out volunteering, and care costs etc. HWCD will collect receipts from you and reimburse exactly what you've spent. This means that, if needed, you could show your benefits adviser that any money you were getting was a reimbursement and not a payment.

(If you're receiving financial rewards beyond out-of-pocket expenses, this can be classed as income and will be liable for tax, and it can affect the benefits you receive. If you live with your parents or partner, their benefits could be affected if you get money, or anything else on top of expenses that could be seen as payment).

Responsibilities to care for a child or an adult should not be a barrier to participation. Therefore subject to available funding carer and childcare cost can be reimbursed to ensure parents/carers can attend meetings to carry out activities on behalf of HWCD.

Claims for expenses must be accompanied by relevant receipts, and claimed on a monthly basis by using the appropriate expenses form. Forms can be requested from HWCD office.

Requests for expenses not covered by this document should be made to the Project Manager and will be considered on a case by case basis, in line with the aims of HWCD.

Reviewed  
Sign

Date

Note:-It is important to note that Pioneering Care Partnership (PCP), as the host organisation, manages the expenses process and this therefore requires an adherence to their procedure