



Expenses Policy and Procedure for County Durham LINK

Introduction

This policy and procedure describes the arrangements for members of County Durham LINK to claim reasonable expenses occurred through LINK business in accordance with best practice on payment of volunteer expenses so that costs should not be a barrier to participation.

Authorisation of Expenses

All reasonable expenses will be re-imbursed provided that the member has attended a meeting/event organised by County Durham LINK, or the member has been asked to represent County Durham LINK in it's work. Authorisation of expenses should be gained in advance from County Durham LINK Host staff.

Process for Re-imbusement

A County Durham LINK expense form should be completed for expenses such as travel, accommodation, meals, etc and a County Durham LINK mileage form should be completed for petrol expenses. These should then be passed to the Host staff for authorisation by the Project Development Manager/Chief Executive. A cheque will be sent to you within four weeks of receipt of your claim.

Allowances

Travel will be paid at the rate of 35p per mile for vehicles with an engine capacity of less than 1600cc and 45p per mile for vehicles with an engine capacity of 1600cc or more. Mileage will be paid for the shortest distance between venues. This can be found by accessing RAC Route Planner and entering the post codes at the originating and destination addresses.

Other expenses incurred by LINK members in carrying out their roles as volunteers should be authorised by County Durham LINK Host staff and be accompanied by relevant receipts.

County Durham LINK Member Expenses Procedure

