MATA Policy - Volunteer Expense claims

The MATA Board recognises that support received from volunteers should not leave any volunteer out-of-pocket when working for the Theatre

It is expected that all volunteers will keep any expense claims to a minimum (without being out of pocket)

The organisation must ensure that all expenditure on travel and subsistence is properly incurred, reflects 'value for money' and is backed by an invoice or receipt wherever practical.

If a volunteer prefers not to claim an expense, the organisation may still wish to encourage them to do so, as this helps the organisation build a more accurate picture of actual costs. This is useful for both planning budgets, and when submitting funding applications. Any unwanted claims can be donated back to the Theatre by the volunteer and, if applicable, gift aided - which enhances the donation further

Expenses:

Administrative Costs - the Theatre will reimburse the costs of postage, telephone calls and other incidental reasonable expenses which a volunteer incur s as a direct part of his/her volunteer role. Details should be provided on an expenses claim form, supported by receipts wherever possible.

Travel/ Mileage - travel by car is acceptable where it is more efficient/economical than the use of public transport; for example, where there is no appropriate public transport route; where equipment needs to be transported; or where there are time and cost savings involved.

Where a private car is used, volunteers may wish to ensure their insurance policy is valid.

The mileage rates for a car are those laid down by HMRC - currently (April 2020) 45p per mile

Public Transport - rail travel: volunteers are entitled to travel standard rail class on the Theatre's business and, like bus fares, will be reimbursed on production of a ticket or receipt of purchase. Advantage should be taken of concessionary fares, cheap day tickets, and rail/bus card options where appropriate.

Taxis -should not be used, except where the cost of such a journey is less than the cost of any other travel; or a volunteer's personal needs make this unavoidable

Expenses Claim Form: (see att'd)

Where an expense item includes VAT, this should be included in the amount of money you claim. Please do not add VAT to any expense claims where VAT is not included on your invoice or receipt

Please submit any expenses you need to claim by using the Expenses Claim Form (sample att'd). Ensure it is signed to show your declaration that the claim is accurate and incurred on the business of the charity, passing it to you Head of Department or direct to the MATA's Treasurer.

When possible please provide your Bank account details so that we may pay you by BACs payment. This policy will be reviewed on an annual basis.

MATA VOLUNTEER EXPENSES CLAIM FORM

Name	
Address/tel No	

If you'd like to be paid by BACS, please complete your bank details below.

Bank name	
Name on account	
Sort code	
Account number	

Date of expense	Details	Amount	Receipt attached or explanation if no receipt
	Total:		

I confirm this claim is accurate and reflects expenses incurred on MATA business

Name/**Signature: ....**

Date: ....

MATA will meet all reasonable expenses incurred by volunteers - please provide a brief summary of how/why each expense has been incurred and details of any journeys; please attach corresponding receipts wherever possible. Expenses claimed without receipts may be honoured at the Board's discretion. Travel should normally be by second-class rail, taking advantage of the cheapest fare as far as is possible. If use of a car is necessary, or makes sense with regard to the practicalities of the journey, you may claim at 45p per mile. Taxis may be claimed for (with receipts) at your reasonable discretion; help in

keeping the Theatre's costs as low as possible is greatly appreciated.

Authorised by:

Signature:

Date: