

EXPENSE POLICY

All expenses incurred in one month must be claimed by submitting your expense claim form as soon as possible, with the supporting receipts for every item of expense together with an appropriate VAT receipt where charged. The Society reserves the right to delay and withhold any payment where written approval has not been sought or where the specified deadline has not been met.

Travel Expenses

Wherever practicable, public transport should be used. Volunteers are asked to make every reasonable effort to find and use the cheapest fare (e.g. travelling standard class, booking advance or off-peak tickets, etc.). If rail travel is not practical, a car may be used. Mileage can be claimed at 45p/mile, along with any parking fees.

Any use of your own car for volunteering is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for volunteering use.

The Society accepts no liability for any accident, loss or damage, or claim arising out of any journey that you make whilst volunteering. The OR Society will not pay for the cost of any insurance policy on your own car. No costs will be incurred by The Society for any maintenance to personal vehicles.

Food Expenses

The OR Society will reimburse costs for subsistence/meals where necessary, provided a visit is longer than four hours in duration and food is not provided. The value that can be reimbursed is £10 per person for every four consecutive hours a volunteer is on Society business.

Overnight Accommodation

Volunteers are sometimes required to use overnight accommodation when:

- An event/meeting or series of meetings lasts more than one day.
- An event or meeting has an early start or late finish which means it is impractical or unreasonable to travel there or back on the day.
- It's more cost-effective to travel off-peak and stay overnight before a meeting that starts early.

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The following are the maximum hotel costs that should be used (room only):

- Within greater London £150
- Everywhere else £100

These are room-only costs. Volunteers are encouraged to pre-order breakfast when making the booking if it's cheaper to do so.

There may be circumstances when suitable accommodation cannot be found within the agreed limits. In these situations, permission can be granted by the Executive Director..