



## **Dog A.I.D. Expenses Policy**

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Dog A.I.D. wants to ensure that trainers, staff, trustees, and volunteers are not out-of-pocket for the work they do for us, while also looking to get the best use of limited funds.

HM Revenue & Customs expenses and benefits rules recognise that reimbursement of standard business expenses (such as travel) is not taxable. Dog A.I.D.'s policy is guided by these rules, and we do not pay expenses that will give rise to tax or National Insurance.

To comply, any amounts claimed must be for actual costs incurred by staff 'wholly, exclusively and necessarily in the performance of the duties of their employment', and that adequate records are submitted with each claim.

### **General rules**

- Expenditure incurred by trainers, staff, trustees, or volunteers of Dog A.I.D. should be necessary to achieve our goals and represent good value to our supporters.
- Each staff member, Trainer, Volunteer and Trustee are responsible for familiarising themselves with these rules and understanding the limits of their authority, as Dog A.I.D. may not reimburse any expenses considered unreasonable or outside this guidance.
- All expenses should be itemised, with supporting receipts attached on Dog A.I.D.'s claim form.
- Expenses with no supporting receipt require a signed letter by the staff member explaining the purpose of the expense and the reason why a receipt is not provided. Dog A.I.D. may decline to reimburse an expense claimed with no supporting receipt.

### **Eligible expenses**

The specific rules for eligible expenses that may be claimed by staff, Trainers, Volunteers and Trustees are listed and described below:

- Public transport fares
- Use of personal vehicles for Travel
- Taxis
- Subsistence
- Overnight accommodation (i.e., workshops - accommodation arrangements for each residential workshop will be advised with the booking procedures from Dog A.I.D.)
- Expenses
- Training/Trainer Expenses
- Assessment/Assessor Expenses

### **Public transport fares**

Expenses associated with public transport such as trains, buses, underground and short haul flights within Europe are eligible for expenses claims.



## Use of personal vehicle

Staff, trainers, volunteers and trustees may use their own vehicles for business travel if they wish, at their own risk. Where practicable staff should travel together to minimise costs. Any member of staff using his or her vehicle for business purposes the vehicle must have an in-date MOT certificate, be fully taxed vehicle and insured for business use.

Current mileage allowance rates are: 45p per mile (35p per mile if using a Motability vehicle).

Parking fees, congestion charges and toll charges will be met by Dog A.I.D., but not parking fines.

## Taxis

The cost of travel by taxi will be reimbursed in the following circumstances:

- There is no reasonable or practical alternative to getting to the destination.
- The staff member has been required to work so early or late, that public transport is not reliably available, or the individual's safety is compromised.
- A 'heavy load' is being transported, which would be unreasonable to carry on public transport.
- The individual has a disability such that public transport is not appropriate.

The reason why the staff member has chosen to travel by taxi must be described in the expenses claim form, and a receipt provided showing the date, place of departure and destination.

## Subsistence

The reasonable cost of meals purchased while staff are working at a temporary workplace or while travelling within the UK and abroad will be reimbursed by Dog A.I.D. Please note that the costs of buying meals for colleagues (other than when both parties are travelling on Dog A.I.D. business) may not be claimed.

## Overnight accommodation

Reasonable costs for overnight accommodation will be reimbursed where it is necessary for Dog A.I.D. staff or volunteers to perform their duties away from their usual workplace. For example overnight accommodation required in attendance at workshops. Accommodation for workshops is normally prearranged and paid direct by Dog A.I.D.

## Trustee expenses

Please refer to [www.gov.uk/guidance/payments-to-charity-trustees-what-the-rules-are](http://www.gov.uk/guidance/payments-to-charity-trustees-what-the-rules-are)

- Travel to/from committee meetings (includes cars, trains, bus, parking and travel at 45p per mile or 35p if using a Motability vehicle)
- Travel to/from other trustee business (includes cars, trains, bus, parking and travel at 45p per mile or 35p if using a Motability vehicle)



- Accommodation (one night) for trustees who travel more than two hours to attend a Board meeting and have physical difficulties in doing the same journey twice in one day
- Accommodation for any other trustee business should be confirmed with a Co-Chair and/or Treasurer.

### **Trainer expenses**

- DBS postage, special delivery
- Travelling expenses to/from clients,
- Travelling expenses to and from trainer workshops and client and trainers' workshops at 20p per mile.
- Annual re-assessment (includes cars, trains, bus, parking at 45p per mile or 35p if using a Motability vehicle)
- Up to £10 for refreshments for training or assessing long down stay.

### **Assessor expenses**

- Travelling expenses for Level 2 and 3 assessments (includes cars, trains, bus, parking, and travel at 45p per mile or 35p if using a Motability vehicle)
- £50 claim for Level 2 and 3 assessments (does not include Level 1 or annual re-assessments)
- Up to £10 for refreshments for assessing long down stay

### **Fundraising Volunteer expenses**

- Where expenses are likely to exceed £25, pre-approval is required by a member of the team. To do this, volunteers should email [admin@dogaid.org.uk](mailto:admin@dogaid.org.uk) outlining the potential expenses and reasons for them.

Only expenses that have been incurred wholly, necessarily, and exclusively whilst engaged on official Dog A.I.D. business can be claimed.

Sometimes further information will be requested by the Treasurer. This must be provided before a claim can be authorised and paid.

Expense claims must be submitted within three months of the date of expenditure. Claims older than this will only be paid at the charity's discretion.

Claims should be itemised and supported by original receipts, otherwise claim may not be paid.

We can only reimburse for second class rail travel. Taxi fares can only be reimbursed by exception - please refer to the Finance Manager before incurring such a cost.

### **Making claims**

All claims for travel and subsistence expenses, from Trainers, trustees, staff, and volunteers, must be completed on the appropriate form (example(s) below)



- Expense claims by trainers, staff and volunteers should be authorised by the Treasurer, Finance Manager or a Co-Chair
- Claims by Trustees should be authorised by a Co-Chair
- Claims by staff should be submitted monthly, authorised by a Manager or a Co-Chair, and will be paid along with the monthly pay run.
- Claims by trainers, volunteers and trustees can be when required
- Claims will be paid within ten working days of a claim being authorised via BACS

All claim forms included as appendices.

Date policy approved/last updated	March 2022
Date for policy review	March 2024



## Dog A.I.D. Trainer Expense Claim Form

Please send any receipts to Tara Patrick, Dog A.I.D. Office: Earlyworld House, 7 Darwin Court, Oxon Business Park, Shrewsbury SY3 5AL or [bookkeeping@dogaid.org.uk](mailto:bookkeeping@dogaid.org.uk)

**Note:** Please **do not take cash** from your clients as this is not appropriate. If they would like to make a donation in recognition of your work as a volunteer and the charity's support, please ask them to donate directly to Dog A.I.D. ([www.dogaid.org.uk/fundraise-and-donate](http://www.dogaid.org.uk/fundraise-and-donate))

**Trainer Name:**

**Account Number:**

**Sort Code:**

**Address for payment by cheque:**

**Contact details in case of a query:**

Please mark X against items you are claiming for, give as much information about the claim as possible including the total amount for each box, and the grand total at the bottom.

CLAIM	Detail of Expense (Please include date, postcode-postcode, and distance for travel claims)	X	Amount
<b>Training</b>			
DBS documents postage			
Travel to/from clients (includes mileage at 45p per mile or 35p Motability vehicle, train/bus, parking)			
Up to £10 for refreshments when training for a 'long down stay'			
Hall hire for Dog A.I.D. classes			
<b>Assessments</b>			
Travel expenses for Level 1/2/3 assessments and annual re-assessment (includes mileage at 45p per mile or 35p Motability vehicle, train/bus, parking )			
£50 claim for Level 2 and 3 assessments (not including Level 1 or annual re-assessment)			
Up to £10 for refreshments for assessing 'long down stay'			
<b>Workshops</b>			
Travelling expenses to/from trainer or trainer/client workshops (includes mileage at 45p per mile or 35p Motability vehicle, train/bus, parking)			
<b>TOTAL CLAIM AMOUNT</b>			





### Mileage Record Sheet

Name:

Vehicle Reg:

Month:

IF OWN VEHICLE – PLEASE COMPLETE THIS SECTION

Date of Journey	From/To	Details of Duties Performed	Total Miles

Total Claimed: ... miles at 45p per mile = £



## Dog A.I.D. Fundraising Volunteer Expense Claim Form

Please send the claim form including any receipts to [fundraising@dogaid.org.uk](mailto:fundraising@dogaid.org.uk)

- Only expenses that have been incurred wholly, necessarily, and exclusively whilst engaged on official Dog A.I.D. business can be claimed. Authorisation is required for claims over £25.
- Sometimes further information will be requested by the Treasurer. This must be provided before a claim can be authorised and paid.
- Expense claims must be submitted within three months of the date of expenditure. Claims older than this will only be paid at the charity's discretion.
- Claims should be itemised and supported by original receipts, otherwise the claim may not be paid.
- We can only reimburse for second class rail travel. Taxi fares can only be reimbursed by exception - please check the Expenses Policy and refer to the Finance Manager before incurring such a cost.
- Mileage rates for private vehicles are 45p per mile, or 35p if using Motability vehicle.

<b>Volunteer name:</b>			
<b>Preauthorisation code for claims over £25:</b>			
<b>Bank sort code:</b>		<b>Bank account number:</b>	
<b>CLAIM</b>	<b>Detail of Expense (Please include date, postcode-postcode, and distance for travel claims)</b>	<b>X</b>	<b>Amount</b>
Travel to/from events (includes mileage at 45p per mile or 35p Motability vehicle, train/bus, parking). Please include all receipts.			
Other volunteering expenditure pre-authorized by the Dog A.I.D. office (including table/stall hire, equipment, or merchandise purchase)			
<b>Total claim amount</b>			

<b>Declaration</b>	
I confirm that the amount claimed represents out of pocket expenses incurred during my voluntary work with Dog A.I.D.	
<b>Volunteer Signature:</b>	<b>Date:</b>