**EXPENSES POLICY**

**Introduction**

Diverse Leap is a small charity formed on 16 December 2021 with the aim of supporting people who are experiencing the symptoms of depression (or other mental health disorders). This aim is achieved through the provision of a place of safety where beneficiaries can be provided with free confidential advice, empathy, signposting to professional sources of treatment and practical support and activities to promote positive mental well-being. As, at conception, Diverse Leap is currently constituted as a small charity, it is not yet able to employ paid staff but will, instead, aim to reimburse reasonable expenses to trustees and to volunteers who conduct our charitable purposes. This document outlines the charity’s Expenses Policy and is effective from 1 February 2022.

**Affordability**

Whilst every effort will be made to reimburse expenses promptly, payments may be delayed if there are insufficient funds for the charity to cover the costs involved. The reimbursement of expenses is not, therefore a right, and if insufficient funds are available, the trustees reserve the right to override this policy in the interests of the charity.

**Reclaimable Expenses**

* **Travel**. Travel expenses can be reimbursed at a rate of up to 40p per mile if a volunteer is using his/her private vehicle. Alternatively, travel by public transport and taxi/Uber fares can be reimbursed on a receipt basis.

* **Subsistence**. If a volunteer is engaged on Diverse Leap activity for over 3 hours, a reasonable level of subsistence expenditure can be re-claimed. This will normally be assumed to be a snack and drink and will invariably need to be supported by a receipt.
* **Printing/Stationery/Publicity Materials**. Expenses for Printing, Stationery and Publicity Materials for Diverse Leap can be re-claimed on a receipt basis.
* **Other Expenses**. Any other expenses relating to Diverse Leap activities may be reimbursed, subject to the mutual agreement of two trustees of the Charity. If agreement cannot be reached, then the third trustee will have the casting opinion.
* **Set-up Expenses**. Any expenses or training costs covering the period 16 December 2021 to 31 January 2022 which have yet to be claimed will be treated in line with this policy.

**Mode of Reimbursement**

All requests for reimbursement should be directed at the Founder, either in person or via e-mail: diverseleap@gmail.com. Wherever possible, claims should be supported by receipts. Requests for reimbursement of travel costs should be supported by the start/return point and destination.

**Resolution of Disputed Claim**

In the case of a dispute over a reimbursement request, the issue should be referred for resolution to a meeting of the trustees through the Founder.

**Policy endorsed by the Board of Trustees**

**28 January 2022**