



# Expenses Policy

Part of the BYO Volunteering and Participation Policy Suite

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Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.  
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

# CONTENTS

|                                   |   |
|-----------------------------------|---|
| Purpose .....                     | 1 |
| Scope .....                       | 1 |
| General Principles .....          | 1 |
| Claimable Expenses .....          | 2 |
| Non-Claimable Expenses .....      | 3 |
| Claiming Process .....            | 3 |
| Receipt Requirements .....        | 4 |
| Safeguarding Considerations ..... | 4 |
| Monitoring and Review .....       | 4 |
| Queries and Support .....         | 4 |



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|------------------|---|
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| Approved By      | Hassan Kingsley, Governor   |
| Cross-References | Volunteering and Placements Policy, Financial Governance Policy, Code of Conduct Policy, Anti-Bribery and Corruption Policy |

## 1. Purpose

This policy sets out how Britannia Youth Organisation (BYO) reimburses reasonable, legitimate expenses incurred by volunteers, staff, and participants while carrying out activities on behalf of the organization. Our aim is to ensure that no one is financially disadvantaged by their involvement with BYO, while maintaining responsible stewardship of our charitable funds.

## 2. Scope

This policy applies to:

- Volunteers delivering BYO programs and activities
- Staff members (where applicable)
- Young people participating in BYO activities who may need financial support to attend

All expense claims must be supported by valid receipts and include a brief description of the purpose.

## 3. General Principles

- **Reasonable and necessary:** Expenses should be essential to carrying out BYO activities and represent value for money
- **Trust-based:** We trust volunteers to make sensible decisions. Directors review claims when processing payments
- **Evidenced:** All claims must be accompanied by receipts or invoices
- **Timely:** Claims should be submitted within 30 days of the expense being incurred
- **Charitable purpose:** All expenses must directly relate to BYO's charitable activities



## 4. Claimable Expenses

### 4.1 Travel Expenses

#### **Public Transport** (buses, trains, trams)

- Actual cost with receipt for journeys related to BYO activities
- Any class of travel is acceptable if it represents good value - if advance first class enables you to work on the train or is cheaper than standard, that's fine
- For young people: bus fares to attend sessions where this presents a barrier to participation

#### **Private Vehicle** (car, motorcycle)

- £0.45 per mile for use of personal vehicle on BYO business, OR
- Actual fuel costs with receipts for authorized trips (e.g., multiple BYO errands, equipment transport, full-day activities)
- Parking charges, tolls, and congestion charges with receipts

#### **Taxi/Ride-share**

- Claimable where reasonable (e.g., late-night sessions, transporting equipment, time-sensitive activities)
- Receipt required

### 4.2 Activity Supplies and Materials

- Materials purchased for BYO sessions (e.g., art supplies, sports equipment, gardening tools, projector, camera equipment)
- Check existing stock first to avoid duplication, then purchase what's needed
- Receipt required with brief note of what it's for

### 4.3 Food and Refreshments

- Refreshments for participants during sessions: typically £5-7 per person, or actual reasonable cost
- Food for special events or trips: actual reasonable cost with receipt
- Volunteer meals during long sessions (4+ hours): £10-15 per person

### 4.4 Communications

- Mobile phone costs: up to £15-20 per month for volunteers who regularly use personal phones for BYO coordination
- Data/internet costs: actual reasonable cost with receipt where essential for BYO activities
- Postage: actual cost with receipt for BYO mailings



#### 4.5 Training and Development

- Course fees for training relevant to volunteer role
- Travel to training venues
- Actual reasonable cost with receipt

#### 4.6 DBS Checks and Safeguarding

- BYO will cover the cost of DBS checks for all volunteers working with children and young people
- Volunteers should not pay for these directly; BYO will arrange and pay centrally

### 5. Non-Claimable Expenses

The following expenses will not be reimbursed:

- Regular commuting to BYO's main operating locations within Birmingham for standard weekly sessions
- Personal purchases or entertainment unrelated to BYO activities
- Alcoholic beverages
- Fines or penalties (e.g., parking tickets, speeding fines)
- Expenses without valid receipts (except mileage claims)

### 6. Claiming Process

To claim expenses:

1. Complete the BYO Expenses Claim Form (available from directors or on request)
2. **Attach all original receipts** (photocopies or photos accepted if originals lost)
3. **Submit to a director** within 30 days of the expense being incurred
4. **Payment** will normally be processed within 14 days by bank transfer

**For regular volunteers:** Monthly claims can be submitted at the end of each month for ongoing expenses like phone costs or regular travel.

**For young people:** Parents/guardians can claim on behalf of under-18s. Bus fare support can be arranged in advance for regular attenders.



## 7. Receipt Requirements

Valid receipts must show:

- Date of purchase
- Name of supplier
- Items purchased or service provided
- Amount paid

**Lost receipts:** If you've lost a receipt, provide a written statement explaining the expense. Directors may approve small claims (under £10) without receipts at their discretion.

## 8. Safeguarding Considerations

- When reimbursing expenses for young people, payment should normally be made to parents/guardians
- Volunteers should not give money directly to young people without director approval
- Records of all expenses claimed by or on behalf of young people must be maintained for safeguarding purposes
- Any concerns about expense claims should be raised with the Designated Safeguarding Lead

## 9. Monitoring and Review

- The board of governors reviews aggregate expenses quarterly
- This policy will be reviewed annually

## 10. Queries and Support

If you have questions about whether something is claimable, please speak with a BYO director. We want to support our volunteers and ensure everyone can participate fully in our activities without financial hardship.



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**Document Control:**

- This policy forms part of BYO's financial accountability framework
- All volunteers and staff are made aware of their right to claim legitimate expenses
- Expense data is monitored to ensure fair access and responsible stewardship

**Reviewed by:**



**Hassan Kingsley, Governor**

**Date: 17/06/2025**

**Next Review Date: 17/06/2026**

*This policy forms part of BYO's commitment to removing financial barriers to participation and should be read alongside our Volunteering and Placements Policy and Financial Governance Policy.*

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