



Forest Read Easy Deal

Expenses Policy

Volunteers' approved out of-pocket expenses will be met by FRED. They can be claimed by submitting a completed Expenses Claim form to the Treasurer at the address given at the foot of the form.

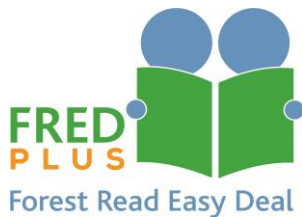
We encourage volunteers to claim expenses, but cannot enforce it. Where a volunteer chooses to donate their expenses to FRED, we still ask that an expenses form is submitted and marked 'Donation'. This enables FRED to keep a realistic view of running costs which is necessary for budgeting and making funding bids.

Ideally expenses should be submitted at the end of each month. However, it is acceptable to submit expenses in arrears up to a maximum period of three months. Please specify what the expense is for.

Please note:

- All expense claims are authorised by the Treasurer
- All receipts must be attached to the claim form
- Expenses payments are made by cheque, although cash payments can be made by prior arrangement
- Cheques are countersigned at monthly Management Team meetings (normally first week of each month although this varies according to circumstances) and posted 2nd class
- Travel expenses will be met either by reimbursement of public transport fares, or by a mileage allowance payable at a rate of 45p per mile

Date Implemented: March 2013
Date last revised: November 2023
Revision due: April 2025



VOLUNTEER EXPENSES CLAIM FORM

Mileage can be claimed at 45p per
mile

Date	Expense	Amount
	Total	

Name:			
Address:			
Tel:		Email:	

Signed:

Date:

Authorised:

Date:

Please return to: Chris Warren, 20 Pike Road, Coleford GL16
8DE Email: chris.g.warren1879@gmail.com