



EXPENSES POLICY

AGREED- May 2023

REVIEW DATE- May 2024

As a member of the Food Friends team, you may need to pay for some goods or services while supporting us in our mission to reduce loneliness and isolation in communities through food and friendship. This policy is here to inform members of the Food Friend's team what they can claim as expenses, what is exempt from reimbursement and how to submit a claim.

The Food Friends team includes employees, trustees, and volunteers.

Expenses for employees

Food Friends reimburses all employed staff for the qualifying expenses below.

- Business travel. Please charge HMRC approved mileage rates – for cars 45p per mile, motorcycles 24p per mile and bicycles 20p per mile. If using public transport, please charge for the actual travel cost - ensure to always keep ticket receipt.
- Parking whilst attending work related meetings/functions.
- Office supplies
- Work related IT and software.
- Refreshments during meetings with volunteers and food friends.
- One off appreciation/thinking of you gifts, under the cost of £8, for volunteers or Food Friends. We ask staff members to check with their manager regarding this reimbursement, prior to purchase, as it will be considered on a case by case basis, in conjunction with the Food Friends budget for that geographical area.

Food Friends does not financially pay for or reimburse staff members for the following expenses.

- Loss of personal property
- Parking fines or other fines obtained during working hours.
- Expenses for other family members.

Expenses for Volunteers

Food Friends reimburses all volunteers for the qualifying expenses below.

- For those volunteering to share home cooked meals. specific containers needed to transport food if a covered plate is not suitable.
- Transport costs to a training session arranged by Food Friends. Please charge HMRC approved mileage rates – for cars 45p per mile, motor cycles 24p per mile and bicycles 20p per mile. If using public transport please charge for the actual travel cost - ensure to always keep ticket receipt.
- Parking if attending a training session arranged by Food Friends.
- Refreshment costs for volunteers supporting a Food Friend to gain confidence in leaving their home, up to the cost of £15.

Food Friends does not financially pay for or reimburse volunteers for the following expenses.

- Mileage costs for volunteers delivering a home cooked meal to their Food Friend
- Meal preparation costs for those volunteers sharing home cooked meals.
- Loss of personal property
- Parking fines or other fines obtained whilst volunteering with Food Friends.
- Expenses for other family members

How to submit a claim

To help Food Friends reimburse you fully for any qualifying expenses remember these rules:

- Keep receipts documented and organised.
- Submit all expenses within 30 days.
- Complete the Food Friends expenses form (Appendix 1) and send to accounts@food-friends.co.uk with evidence of spending attached.

If you need any support completing your expenses form, please don't hesitate to contact CEO Anna Mantell anna@food-friends.co.uk



Please submit by email to accounts@food-friends.co.uk by the 20th of the month, along with expense receipts, to ensure reimbursement by the last working day of the month.

Claimant Name:

Food Friends area:

Food Friends expenses

Date	Bus/ train fare	Claim for HMRC approved mileage rates – for cars 45p per mile, motorcycles 24p per mile and bicycles 20p per mile.	Parking ticket	Other purchases made including refreshments	Total in £
				Total due	

Claimant Signature

Date

Authorizing by