



growing points

## Growing Points Expenses Policy

### Introduction

Growing Points volunteers form an integral part of our organization's works. This policy is therefore based on the principle that all volunteers working for Growing Points will not be out of pocket as a result of their work with the organization.

The following rules apply to all volunteer guardians:

1. Guardians who have been accepted prior to checks will need to have or to apply for a Basic DBS check ([crb-online.org.uk](http://crb-online.org.uk)) before beginning to work as a Guardian. In the event of a Guardian needing to apply the cost of this will be reimbursed by Growing Points.
2. Guardians can claim expenses for attending Growing Points meetings, meeting customers and any other necessary expenditure in order to carry out the work of a Guardian. Claims should be made by filling in the form in the Guardian part of the Growing Points website and should be accompanied by receipts where applicable. These can be photographed or scanned as an attachment.
3. Expenses forms should be claimed within three months of the event, or when they reach £50 whichever is the former. Any expenditure over £50 for one item should be discussed with the Director before expenditure takes place.
4. Claimants should attach expenses forms and accompanying receipts to Dick Stockford (on [dickstockford@growingpoints.co.uk](mailto:dickstockford@growingpoints.co.uk)) and copy Tesfalem Yemane (on [tesfalem@growingpoints.co.uk](mailto:tesfalem@growingpoints.co.uk)). Growing Points requires that claims be supported by receipts in all cases.
5. Where possible we would ask Guardians to use public transport, where this is not viable then mileage will be paid at 45p per mile (HMRC) together with parking and refreshments for Guardian and customer when meetings take place. Our restricted financial resources mean that refreshments should not exceed £10. When booking train journeys, we would ask Guardians to check for the least expensive options.

6. Claims for taxi fares will be only considered in exceptional circumstances where there is no alternative, or if volunteers are carrying heavy equipment for the meeting.
7. Fines for any motoring offenses, including parking tickets and penalties will not be considered.
8. If a Guardian is unsure regarding any expenses claim they are asked to contact either their Lead Guardian or the Director to clarify prior to expenditure being made.

### **Review**

The effectiveness of this policy will be reviewed on annual basis by the Board of Trustees under the supervision of the Operation Director.

**Next Review Date: April 2020**