



## **EXPENSES POLICY and PROCEDURES**

### **General**

1. This revised policy applies throughout SiS with effect from 1 January 2022.
2. SiS recognises as a desirable principle and in compliance with Spanish law that all those who work on its behalf as Trustees, Listening Volunteers and Non-listening Volunteers should receive a contribution towards their travel expenses.
3. It is an essential condition of recovering a contribution towards travel expenses and reimbursement of authorised expenditure that you comply with this policy. Failure to do so will mean that no payment will be made to you.
4. The Treasury Cashier will make payment to the applicant in terms of this policy, usually by bank transfer, as soon as possible after receiving a properly completed, vouched and countersigned form.
5. Claims may be submitted when the expenses total €30, or at the end of three months if the total is less than €30.
6. The Income Generation Retail Trustee is responsible for making readily available a copy of this Policy and the claim forms within the Branch.
7. Forms that are incorrectly completed or not counter-signed will be returned for correction prior to any payment being made
8. The person countersigning the application for payment is responsible for passing it to the Admin Office in accordance with Centre procedures. All forms and receipts should be placed in a sealed envelope.
9. If a Volunteer has any concern about the operation of the Policy, then she/he should speak to the Treasurer..
10. The decision of the Board of Trustees (BoT) in relation to any claim under this policy is final.

### **A. Travel Expenses**

- (i) A contribution may be claimed towards those travel expenses which have been incurred wholly, exclusively and necessarily in connection with the work of SiS.
- (ii) No claim for a contribution towards travel expenses may be made in more than one capacity in respect of the same travel.
- (iii) If a motor vehicle is used in connection with the activities of SiS then it is the responsibility of the user to ensure that there is insurance cover in place for that use, and that the policy is not invalidated by receipt of a contribution towards expenses from SiS.

- (iv) Wherever possible, all those involved in the work of SiS are encouraged to share transport on journeys in order to save expense.
- (v) Volunteers are entitled to claim a payment as follows for travel undertaken on behalf of SiS other than shifts, meetings or training events at their local Centre. There are two levels of payment:
- ❖ All individual trip will be reimbursed at 0.10 Euros per kilometre. However, to ensure parity of treatment, the first 20km of every single journey will be classed as a personal contribution, i.e:
    - Journey – A to B = 100km – an expense claim can be made for 80km.
    - Return journey B to A = 100km – an expense claim can be made for 80km.
  - ❖ Where used, toll road expenses and parking fees can also be claimed. Where issued please keep the receipts.
- (vi) A claim for travel expenses from a Trustee should have the form counter-signed by another Trustee. Travel expenses in this capacity MUST be made on a “Claim for Reimbursement Form”.

## **B. Authorised expenditure on behalf of SiS**

- (i) A claim for reimbursement of money spent on acquiring an item or items for the exclusive use of SiS, which must have been previously authorised by a Trustee, will be paid in accordance with this policy.
- (ii) Where a Volunteer attends an event on behalf of SiS, any expenditure that may be incurred must be approved by a Trustee in advance of the event.
- (iii) Such claims MUST be made on the “Claim for Reimbursement Form”. All receipts must be attached supporting the expenditure and the form must be signed and dated by the Volunteer and countersigned by a Trustee.