



BCC Expenses Reimbursement, June 2026

Purpose

This policy is to ensure that no volunteer, including any Board member, is out of pocket due to their volunteering work, and to ensure that BCC monitors and manages the costs of expenses within its day-to-day operational costs.

Expenses covered

The Charity will reimburse reasonable expenses incurred due to direct involvement of volunteers in the activities of the Charity. In order for expenses to be paid, **all expenditure *must* be agreed in advance** with a Trustee. This is simply to ensure that costs can be forecast and budgeted for from operational budgets. All claim forms are to be signed by the claimant as true and accurate in respect of the expenses incurred.

It is not the policy of BCC to pay travel expenses to volunteers unless they are asked to travel outwith the Stratherrick and Foyers area in connection with BCC's work.

The exception to this is those volunteers who drive as part of the BCC Transport Scheme.

Where travel expenses are agreed for a volunteer travelling outwith the Stratherrick and Foyers area on BCC business, the following travel related expenses will be reimbursed, providing receipts are attached to the claim form:

- Bus/coach fares
- Train fares (standard class)
- Car parking charges
- Taxi fares – where there is no alternative transport, to avoid numerous changes of transport, or to avoid carrying heavy luggage or equipment. Receipts are required.
- Mileage rates – see below

Mileage Rates for volunteer drivers of motor vehicles:

- The rate applied for the use of a volunteer's car will be the same as the current rate defined for public service workers at 45 pence per mile.

Meals, refreshments and accomodation

Volunteers will be reimbursed for reasonable expenses to cover meals, drinks (no alcohol) and light snacks when involved in activities outwith Stratherrick & Foyers

Receipts are required for all expenditure up to the following limits:

- drinks & snacks (£12)
- breakfast (£12)
- lunch (£15)
- evening meal (£30)

Accommodation expenses will be paid when an overnight stay is required and has been agreed in advance with the Chair, Treasurer or the responsible Trustee within a duly constituted sub-group as appropriate.

- cost of Bed and Breakfast up to a limit of £100

Payment of expenses

Expenses will only be reimbursed on receipt of a validated and signed expenses claim form with receipts providing evidence of all items of expenditure. Expenses will be paid as quickly as possible after the form has been submitted. Anyone concerned about being out of pocket should speak to a member of the BCC team or their line manager immediately.

Version control

Version number	Prepared by	Date approved by Trustees
1.0	Rachel Burn	3rd July 2026

