

# Lewisham Islamic Centre

## Expenses for unpaid LIC Staff Policy

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**Policy owner:** Lewisham Islamic Centre

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### Revision history

| Version | Date     | Description of Revision | Version | Date | Description of Revision |
|---------|----------|-------------------------|---------|------|-------------------------|
| 1.0     | 25/09/17 | Policy finalized        |         |      |                         |
| 2.0     | 25/12/19 | Slight changes made     |         |      |                         |
|         |          |                         |         |      |                         |

The latest version of this policy will always be on the intranet.

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# Expenses for unpaid LIC Staff Policy

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**In the Name of Allah, the Entirely Merciful, the Especially Merciful.**

## **1. Overview**

Volunteer and student expenses should be claimed through petty cash. Actual expenses incurred on the days the volunteer works will be reimbursed and claimed through petty cash. We would ask that volunteers to use the most economical form of transport (i.e. bus or tube). Our policy is that you will be paid on the basis of not being out of pocket. That is to say, expenses are paid for travel between home and the office and any other traveling done during the course of your work, such as home visits, training courses and staff meetings.

## **2. Travel Expenses - London Based**

### **2.1. Daily Tickets**

The simplest way to claim your travel expenses is to purchase and retain your daily travel tickets for tube or bus travel and claim it back through petty cash.

### **2.2. Daily Travel Cards**

Daily Travel cards should only be claimed for when the return journey exceeds the amount of daily travel card.

### **2.3. Weekly Travel Cards**

If a volunteer prefers to purchase a weekly travel card – the price of the travel card can be divided by the 7 days and multiplied by the days worked by the volunteer, for instance a volunteer that works 2 days and buys a weekly travel card costing £50 (divide by 7 = 7.14 x 2) would claim £14.28

## **2.4. Oyster Cards**

The use of Oyster Cards can greatly reduce the cost of travel in London. When claiming back travel expenses on an Oyster Card you will need to supply a travel itinerary, as a receipt for a top up amount is not sufficient as receipt for travel.

The easiest way of obtaining an itinerary for an Oyster Card is at a manned ticket barrier at an underground station. These can be printed off easily and have all the information we would require.

If there is no local manned tube station then you can register your pay as you go card online at [www.tfl.gov.uk](http://www.tfl.gov.uk) and print off details of journeys when you wish to make their claim

## **3. Travel Expenses – Home Counties**

**3.1.** The same principles apply as above. However, it is important to note that travel options in the home counties is limited. It is more likely that travelling by car is the easiest mode of transport. When vehicles are used, a mileage rate can be claimed.

The current rates are:

- Cars: On the first 10,000 miles in the tax year 40p per mile
- Each additional mile over 10,000 miles 25p per mile
- Motorcycles: 24p per mile
- These rates include petrol, insurance and maintenance contributions.

**3.2.** It is the responsibility of the individual to ensure that their vehicle is insured for business use. Lewisham Islamic Centre does not accept any responsibility for any damage to vehicles or fines incurred whilst on Lewisham Islamic Centre Premises.

**3.3.** It is the responsibility of the volunteer to ensure that their vehicle is legally parked. Lewisham Islamic Centre will not reimburse a volunteer for any parking tickets, ticket offences, or fines incurred whilst on Lewisham Islamic Centre business. Volunteers should not carry non-staff in their cars without specific agreement from their Head of Department.

#### **4. Daily Lunch Allowance**

A daily lunch allowance of up to £4.00 is available to all unpaid staff (as listed above). A receipt will need to be provided. If the amount claimed for is less than £4.00, the whole amount can be claimed and should the amount on the receipt exceed this limit, we will reimburse £4.00 against the total amount.

#### **5. Maximum claim**

An unpaid staff can claim a maximum of £25.00 per week for expenses. If you are in doubt about any aspect of unpaid staff expenses, please contact your Head of Department.

#### **6. Implementation, monitoring and review of this policy**

This policy has been in effect from December 2010. The Management has overall responsibility for implementing and monitoring this policy. This policy will be reviewed on a regular basis following its implementation and additionally whenever there are relevant changes in legislation or to our working practices.