

## **The Faversham Society Expenses Reimbursement Policy**

Volunteers working for The Faversham Society will not be out of pocket because of their involvement however approval of expenses needs to be made in advance to the Society's Standing Committee (apply via [info@favershamsociety.org](mailto:info@favershamsociety.org)).

Volunteers may claim out of pocket expenses when they are involved in activities relating to their work with The Faversham Society. The expenses of the actual cost incurred should be supported by valid receipts as evidence of expenditure.

The expenses that volunteers are entitled to claim whilst volunteering at the Faversham Society are listed below:

- travel to and from the place where the volunteering activity takes place –(reimbursement will be at the second class public transport fare and on production of receipts/tickets).
- car parking
- other approved expenses ie a training course where there is a clear benefit to the Society

### Payment of expenses

To claim expenses, complete a Faversham Society expense claim form obtainable from Jan West @ [info@favershamsociety.org](mailto:info@favershamsociety.org)

Please note expenses should be claimed within 3 months of them being incurred otherwise they will not be reimbursed.