

# Central England Area Quaker Meeting (CEAQM)

## Guidance

### for Area Meeting, Local Meetings, Committees and Branches on Expenses claims by employees, volunteers, Members and Attenders

#### 1. *Definitions*

In this document,

**Employee** means someone employed by the Area Meeting, and excludes self-employed people. Anyone employed by a Local Meeting or Branch is legally an employee of the Area Meeting.

**Voluntary worker:** voluntary workers are not paid a wage, because of an exemption under the National Minimum Wage 1998 (section 44). The exemption is designed to allow people who genuinely wish to work for a charity or voluntary organisation to do so without fear of qualifying for the national minimum wage. They are entitled to core employment rights and will have a contract. See the CEAQM Health and Safety at Work Policy for a more detailed definition.

**Member** here includes Members and Attenders (as defined in Quaker Faith and Practice, Fifth Edition, 11.37 & 11.38) acting on behalf of the Local or Area Meeting, as part of their Quaker service. They will usually have been appointed via the Quaker nominations procedure. They are not volunteers for the purposes of this policy.

**Volunteer:** For the purposes of this policy, a volunteer is defined as any individual who willingly gives their time, energy and skills, without payment of wage or salary, for the benefit of both themselves, CEAQM and to the good of the community. They are specifically recruited as volunteers, through a process that is open to all, and not restricted to Members and Attenders of the Religious Society of Friends.

#### 2. *Before incurring expenses...*

An **employee, voluntary worker or volunteer** should check with his/her line manager before incurring any business-related expenditure. Line managers may provide guidance on acceptable expenditure which will be re-imbursed, for example, where the employee, voluntary worker or volunteer is responsible for maintaining supplies at a Meeting House.

**Members** should ensure that the expenditure is approved by the Local or Area Business Meeting, or is incurred legitimately as part of their role or office in the Meeting. Expenditure above a locally-set limit (which will be available from the relevant Treasurer) will need to be supported by a Minute of the relevant Business Meeting or Committee.

**Re-imburement may be refused if prior agreement has not been obtained.**

#### 3. *Claiming expenses*

Expenses claims should be accompanied by receipts and should be claimed promptly. Treasurers may issue claims forms if appropriate (see below).

#### 4. *Travel Expenses*

##### 4.1 *General principles*

Employees, voluntary workers, volunteers and Members are asked to use public transport whenever possible, for cost and environmental reasons. Tickets should be retained and produced as evidence of expenditure. Start and finish milometer readings should be

supplied for travel by car.

#### 4.2 *Claiming travel expenses – employees, voluntary workers and volunteers*

Employees, voluntary workers and volunteers may claim re-imbursment of travel expenses incurred in the course of their duties, subject to the prior agreement of their Line Manager. Where an employee travels directly from home to her/his destination, the claim should only cover those expenses which are extra to which would normally have been incurred in attending the place of work.

When necessary, CEAQM, or its Local Meetings or Branches, will pay mileage for use of an employee's or volunteer's own vehicle. Employees claiming mileage may need business-use vehicle insurance.

Agreements with voluntary workers and volunteers may specifically provide for the costs of travel to and from their workplace to be re-imbursed.

#### 4.3 *Claiming travel expenses – Members*

Members may claim travel expenses when acting on behalf of the Area or Local Meeting, but they should be clear that the expenditure is authorised by AM or LM. This may often be implied by the role or office that they hold (e.g. an Overseer visiting a Member/Attender).

A model expenses claim form, for general expenses and public transport, and for vehicle use is available.

### **Related documents**

CEQ Recruitment Selection and Appointment of Staff

CEAQM Staff Contract approved July 2013

Expenses Claim Form (model)

Health and Safety at Work Policy 2014 (includes lone working risk assessment process and form)

Service occupancy agreement

Volunteer Policy

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