



Parent Views Count Expenses Procedures

No parent volunteer should be out of pocket because of their volunteering activities. Each volunteer will be given clear information about what expenses they can claim and how to make a claim. Information on how to claim them is as follows

1) You are entitled to claim all appropriate and agreed out-of-pocket expenses.

1.1) Travel expenses

You can claim for travel:

- to and from the PVC office and/or your place of volunteering
- to and from other events you attend such as meetings, training or conferences.

Travel expenses are paid at the following rate:

- second class rail fare
- full bus fare
- 40 pence per mile for mileage incurred travelling by car
- 24 pence per mile for mileage incurred travelling by motorbike
- 20 pence per mile for mileage incurred travelling by bicycle.
- taxi costs * see 3) Use of taxis

1.2) Insurance

You will need to ensure that the insurance policy covering the vehicle indemnifies Parent Views Count and Barnardo's in the event of an accident while the vehicle is being used by you on PVC business and also that passenger liability and passenger negligence are covered.

1.3) Other receipted expenses

These may include:

- Childcare provided by an individual who has an Enhanced CRB (*)
- printing ink
- printing paper
- phone calls
- any other out-of-pocket expenses agreed by the Parent Engagement Service Manager

(*Enhanced CRB must be completed through PVC and the Board Chair or in the process of being completed. Maximum payment will be £10.00 per hour; this must be prearranged with the Coordinator)

Please ensure you keep all bus or train tickets and receipts as you will need these to claim. Printing of documents can be done by administrator and posted out to you.

2) How to claim

Details of all expenditure should be entered on a PVC expenses claim form (see appendix 1) . Attach all relevant tickets or receipts to this. Claims are made on a monthly basis. They should be submitted to the project administrator by **1st of each month**. You will receive a reminder a week prior to the closing date every month. Claims submitted after this date will be processed the following month. Payment is made by cheque and can either be collected or posted to you.

3) Use of taxis

Taxis can be used in the following circumstances;

- In order to attend PVC meetings / events around childcare and other caring commitments
- When transport with disabled access is required

Only taxi's booked and paid for by the project administrator can be used. A taxi booking slip needs to be completed (copies available from the project administrator) and either emailed or handed to the project administrator or over the phone. Bookings need to be made **one week** in advance. Only in certain situations may a taxi be booked by a parent after agreement by the Co-ordinator.

Contact details for taxi bookings:

Email: PVC Administrator – 0121 212 2855
Tel: 07795121281 (Jasvinder Hayre: work mobile)

The taxi firm

0121 772 4444 / 0121 7732999 / 0121 7737373

If you have any individual queries or concerns please speak to the Parent Engagement Service Manager.

This policy works in corporation with:- Child protection Statement (1), Complaints Form, Complaints Policy, Confidentiality and Data Protection Statement, Constitution, Expenses Procedures, Health & Safety Rules, Interim Terms of Reference, Mission Statement, Procedures to raise issues/concerns for Parent Reps and Promoting Equality/Valuing Diversity Safeguarding Procedures.

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21/05/10

Signed Kristin Sanders Chair

Date: December 2010