

London Link Group General Expenses Policy

London Link Group (LLG) will reimburse volunteers for reasonable expenses incurred in the running of LLG events and in the running of the LLG committee.

Volunteers are responsible for the payment of all expenses they incur, except where LLG have already arranged payment. To arrange a pre-payment or advance of an expense please contact the clerk and treasurer.

Travel

We ask that volunteers should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost. Where possible please make sure to advance book tickets. If the cost of the travel is likely to be more than £60.00 please discuss this with the clerks.

The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments). These are currently as follows:

Type of vehicle	first 10,000 miles	above 10,000
cars and vans	45p	25p
motorcycles	24p	24p
cycles	20p	20p

<http://www.hmrc.gov.uk/payerti/exb/a-z/m/mileage-expenses.htm>

The volunteer is required to keep track of mileage incurred in the tax year (6 April to 5 April) to ensure the correct rates are used.

Please retain tickets and receipts where possible. Where Oyster cards are used, please use the journey cost as provided by the Oyster fare finder. <http://www.tfl.gov.uk/farefinder/>

Approved expenses for LLG Events

- Food
- Stationary
- Volunteer travel to and from event from home
- Tickets included in the price of the event for the participant

Please retain receipts where possible

All other expenses should be approved beforehand by either the committee or the clerks.

Submitting expenses

Please submit expenses to the treasurer and the clerks by email. Scanning in, attaching or photographing receipts where necessary.