

Expenses Policy

As a volunteer, your out of pocket expenses are reimbursed by Vision 21. All expenses can be claimed by contacting the Project Coordinator or the Finance Department and must be supported by the required and appropriate receipts within two months of the expenditure.

TRAVEL EXPENCES

Use of a Private Vehicle

Mileage for the use of private cars, for a maximum of twelve miles each way, and within the Vale of Glamorgan boundaries, is paid at the rate of **32.5p per mile**.

Parking fees will be paid where appropriate.

Use of Public Transport

Fares will be reimbursed in full. Receipts must be presented for travel on public transport; this

MEALS AND REFRESHMENTS

Expenses for meals and refreshments are paid for any day in which more than three and a half hours is worked.

The maximum rate payable is **£3.00 per day**.

Vision 21 offers a fantastic selection of food and beverages from its own catering outlets—Fieldway Kitchen, Nibbles, Gegin Fach, A La Carte and Bellevue Conservatory.

OTHER EXPENSES

We are always pleased to consider payment of other expenses, such as help with Childcare costs, on a case by case basis. Any other expenses must always be authorised by a member of the Management team, before being incurred.

