

ABERDEENSHIRE COUNCIL VOLUNTARY SECTOR POLICY

GUIDANCE NOTE NO. 7: PAYMENT OF EXPENSES TO VOLUNTARY ORGANISATIONS

What is this guidance note about?

The council's voluntary sector policy says that the council will review its practice on paying expenses to smaller voluntary organisations to enable them to work with the council. It has done so and this note confirms the expenses it will pay to all voluntary organisations.

The guidance

General

The council will meet the voluntary sector on a regular basis to discuss issues that affect the voluntary sector, or in routine meetings to discuss funding or service delivery.

The council will have a service agreement with organisations for which it provides more substantial funding. The service agreement will set out the funding to be provided by the council and the services to be provided in return by the organisation. For any meetings relating to this service agreement, it is assumed that the grant given by the council will cover all travelling costs and no further expenses will be payable. Where no service agreement exists, then expenses as described below can be claimed for all meetings attended.

Where the meeting is convened by the council to consult the voluntary sector or to discuss any matters not related to a service agreement, then expenses will be payable as described below.

While the council encourages all voluntary organisations to join a representative grouping, such as a council of voluntary service, it recognises that not all are willing or able to do so. This guidance therefore refers to all relevant organisations or groups that the council works with.

Payment of Expenses

Where the council invites a representative of a voluntary organisation to a meeting with it, then the council will reimburse the organisation concerned for travelling costs incurred.

It will be the duty of the organisation to minimise the costs incurred through for example the use of public transport or car sharing arrangements.

The council will reimburse travelling expenses at the Inland Revenue rate (currently 40 pence per mile) or on the actual public transport fares incurred.

Payment will also be made for any subsistence incurred by the volunteer for lunch and an evening meal.

Valid VAT receipts must accompany claims for travel or subsistence. The maximum claimable will be as per the council's expenses scheme (currently £6.17 for lunch and £7.64 for an evening meal as at 1 April 2002). Where the representative of an organisation is invited to attend a meeting at council premises which has a canteen, then it will be assumed that the lunch will be taken on the premises and reimbursed accordingly.

Where a representative requires to find childcare or other care for dependants to attend a meeting with the council, these costs will be reimbursed to a maximum of £10.00 per hour. Valid receipts will be required to support any claim.