Umbrella Sussex

Supporting the Sharing Economy in Hastings and Rothe

Umbrella Sussex: Hastings Library of Things Expenses Policy

The Library of Things is a project of Umbrella Sussex. Umbrella Sussex exists to support sharing economy projects that are grass roots and support the people of Hastings and Rother. Each project within Umbrella Sussex is responsible for it's own fund raising and therefore is entitled to set it's own expense policy in line with what it can afford.

This policy applies to Hastings Library of Things volunteers.

We fundraise specifically for things like out of pocket expenses, and expect and encourage people to claim.

Our allowances may change from time to time depending on our funds and to reflect cost of living. If you have questions about this policy, please ask Shelley or Mike. *A written policy will never cover everything, our aim is to be fair to you, manage our costs and to be inclusive. Any special arrangements must be agreed in advance, in writing (a text or email is fine).*

As a volunteer you can only claim out of pocket expenses for verified costs e.g. food, travel or childcare. *Any additional payments could be seen as "wages" and would have to be declared to DWP or HRMC.*

What you can claim for

Travel

You can claim for bus or train travel or mileage for using your own car or motorbike for Library of Things business, such as coming to the library for training or for a planned volunteer session.
We will pay mileage at 30 pence per mile, and you may be asked to supply a fuel receipt, proof of insurance and right to drive to claim.
We will not usually cover the cost of a taxi, but might if, for example, you go to a training day outside of Hastings and would have to go home late at night or that is the only practical way for you to travel. Taxi expenses must be agreed in advance and will only be reimbursed on provision of a receipt. If you want to tip we will cover the cost rounded up to the nearest pound only.

How that works:Cost of fare- £6.50. You pay £7.00 and get a receipt for £7.00, we will reimburse £7.00.

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Parking-we can reimburse parking up to £5.00 a day, if you cannot practicably use free parking. We will not pay fines or parking charges for overstays and you must provide a receipt or a sceen shot of the charge. If neither are available a bank statement (with the other costs redacted), must be provided.
Distance Cap- We will only cover local travel, up to 8 miles for regular home to Hub travel for regular volunteering. If you need to travel to a course or for other agreed reason, there is no distance limit.

Food

At the Hub:
Volunteers are welcome to help themselves to hot drinks and toast/ snacks from the Snack Bar when “on shift” and to hot drinks at any time if in the Hub as a visitor.An allowance of up to £6 can be claimed- only with the submission of receipts, and with prior approval,
Away from the hub on Library of Things Business:
For attendance at courses or conferences away from home, an allowance of up to £6.00 may be claimed for food and drink. No claim can be accepted without a receipt.

Other costs

Please do not buy anything without checking first as there is no guarantee it will be repaid.

How to claim

We aim to repay cash claims from petty cash on a “real time” basis. This is dependent on cash flow.
Claim forms are available and must be used for mileage claims.
All cash must be signed for.

Advance payment

Advance payment may be available in some circumstances, for example for bus travel for regular librarian slots. If you get an advance payment you should keep your bus ticket and present it the next time that you claim. Ongoing advance payments are dependent on the provision of receipts.

We can give you paper copies of the expense form if you ask- but email is better