



# GUIDELINES FOR CLAIMING EXPENSES

The Quilters' Guild accepts that its volunteers and employees will incur expenditure in the ordinary performance of their duties and will endeavour to reimburse such expenditure on a timely basis.

## Making a Claim

- 1 All claims must be made on The Guild's Expense Claim Form (F14) (Regional, Staff, Trustees and Guild Officers) or Festival of Quilts Ltd. form (F23) (claims to the Trading Company only) as appropriate.
- 2 All completed claim forms must be countersigned (authorised) by the person in charge of the budget from which the funds are to be taken. (Ref. Delegation List – F04)
- 3 The authoriser must ensure that the correct code is put against each item of expenditure. These can be found on the appropriate budget spreadsheet. (One form can be used for claims from more than one code).
- 4 **All claims must be supported by the relevant receipt. Credit card slips are NOT acceptable. As FOQ Ltd is VAT registered, the receipt should be a VAT receipt where appropriate.**
- 5 Claimants should keep a copy of their claim.

## Timescales for Expenses Claims

- 1 Expenses should be claimed within one month of the date on which the expense is incurred. Where possible, one claim form should be completed for all expenses incurred within a monthly period or after the completion of a particular event/journey.
- 2 Late claims can cause problems to The Guild, particularly around the quarter or year-end. Please do not 'save up' your claims. Make them monthly or immediately after the journey or event.

## Method of Payment

- 1 Payments made from Head Office will be made by electronic transfer of funds directly to the claimant's bank account. Only claims from Regional or SG funds can be paid by cheque.
- 2 We will aim to make payment within seven days of receiving a coded and authorised claim form in the Guild office.
- 3 If you are unable to cope with 'up front' expenditure please approach your 'line manager' who will arrange for funds to be made available in advance or for costs to be paid directly from the Guild office.

## Permitted Expenses and Rates

### 1 Office Expenses

Postage:

- Receipts must be obtained and a record kept of the date letters sent, the name of the recipient and cost of each letter/package.

Telephone:

- Calls should be itemised on the reverse of the Expense Claim Form (F14) or highlighted on your itemised bill (a copy of which should be attached to your Expense Claim)
- Calls should be made during cheaper rate periods, where possible.
- Emailing should be used when possible as it is cheaper than the telephone.

Computer consumables, stationery and other office supplies:

- Receipts must be obtained for all expenses in this category.
- Claims for computer consumables and other office supplies should be in proportion to their use for Guild work.

Photocopying:

- Receipts must be obtained for all expenditure in this category, unless you use your home printer for photocopying. In this case you should either:
  - (a) Buy ink and paper and claim these in proportion to their use for Guild work (as above) or
  - (b) Charge The Guild at a rate of 5p per sheet copied
- Claims should include details of the reason for the copying, number of copies and document copied.

## 2 Accommodation and subsistence

Expenses will be reimbursed at the maximum rate of:

- i £75.00 per night for B & B. If you cannot obtain accommodation at or below this figure then the cost must be pre-authorised with your divisional head or expenses signatory.
- ii £9.00 per day for breakfast only if you are not claiming B & B – see point above
- iii £9.00 per day for lunch including soft drinks but not alcohol.
- iv £17.50 per day for evening meal including soft drinks but not alcohol.
- v AGM expenses for bed and breakfast, evening meals and Gala Dinner will be paid in full for the trustees in recognition that they are 'on duty' throughout the weekend.
- vi AGM expenses for the Conference Team will be paid as agreed by the Lead Trustee for Communications via the directors of Festival of Quilts Ltd.
- vii AGM expenses: Regional Co-ordinators will be paid the cost of two nights B & B up to £75.00 per night, meals as above, registration fee and travel expenses as in Section 3 below, on the understanding that Co-ordinators must attend the AGM and the Co-ordinators' meeting and assist the Conference Team as required.
- viii AGM expenses: Specialist Group Co-ordinators will be paid the cost of two nights B & B up to £75.00 per night, meals as above, registration fee and travel expenses as in Section 3 below, on the understanding that they are at the Conference & AGM to provide a presence for their Group and to attend the AGM and Co-ordinators' meeting. Where the Specialist Group Coordinator requires more than two nights' accommodation they should approach their committee for additional support.
- ix Festival of Quilts - A payment of £75.00 per night for B & B plus standard class rail travel at the best available rate for one person where a stand is set up and staffed at FOQ. Please see guidelines below regarding use of personal vehicles when attending Festival of Quilts.

## 3 Travel on Guild Business

Travel expenses will be reimbursed for journeys undertaken on Guild business only. We encourage all our members and staff to travel by train wherever possible as this is usually the cheapest option.

- Rail – Standard Class rail fare. Please make use of advance purchase offers when possible.
- Own Vehicle – claiming payment for mileage. Your vehicle should only be used when rail travel is not possible or inappropriate due to the carriage of heavy or bulky items, lack of access to local railway station, or when sharing a vehicle with others will save The Guild money. **Use of own vehicle must be approved in advance by the budget holder.**
- If you choose to drive without permission from the budget holder see point above, then the most you can claim is for the equivalent journey Standard Class rail fare. Evidence of this should be provided in the form of a printout/screenshot.
  - i. Mileage may be claimed, when authorised, at the rate of 45p for the first 100 miles **per round trip** and 25p for the remainder.
  - ii. Staff may not claim for journeys made between their home and usual place of work except when on temporary assignment away from York e.g. Conference, Festival of Quilts, Regional visits, other business meetings.
  - iii. In all cases claims must show the following:
    - The date on which the journey took place.
    - The point of departure and destination (and return if appropriate).
    - The number of miles travelled in total.
    - The vehicle used e.g. car, motor-cycle etc.

#### 4 **Disabled Members and Staff**

The Quilters' Guild recognises that many people who have a disability will not be able to meet their legitimate costs within the above guidelines. We recognise that disabled people's needs differ widely and that the disabled person best understands his or her own needs. While recognising that, as a voluntary organisation funded by our members The Guild needs to spend its money wisely and carefully, The Guild will pay the reasonable expenses incurred by disabled people in the course of their volunteering or employment.

Examples may include:

- First class rail travel, taxis or mileage where necessary due, for example, to mobility problems
- Accommodation in an accessible room
- Travel and subsistence costs for a support worker
- British Sign Language interpreter

These Guidelines should only be used for general administrative or operational expenses. All other expenses and purchases of large items should be dealt with through the office using purchase order system as detailed in Form F01.

These Guidelines form part of The Guild's overall Financial Protocols and Procedures and will be reviewed annually.