

Expense Policy

These Notes are designed to help in the completion and submission of any claim you wish to make. We appreciate that people volunteer their time and skills and we don't expect them to be also out of pocket. We also appreciate when volunteers choose to "donate" any expenses incurred by not claiming them back. We are a Charity with limited funds, strict accounting requirements and using good business practise. We hope you'll understand why we must review all claims prior to any reimbursement and, if necessary, to query them. It's not our intention to cause any embarrassment or concern and we thank you for your assistance.

1. Claim forms are available from the Treasurer and, if you have any queries or require any assistance, please email admin@aaruu.org.uk or call the Treasurer on 0115 9314274.
2. Expenses are paid weekly by the Treasurer, whenever possible, and by cheque payment.
3. The Charity recognises that some volunteers may not be able to afford to pay out for volunteer expenses, like travel and foster costs, and then wait for the money to be paid back to them. If this is the case, please contact the Treasurer and she can arrange for you to have an advance on your expense costs or provide, for example, the food your foster animal will need. There are ways to assist you and we're here to help you, if needed.
4. The Charity does not pay a fixed rate for telephone calls. With the prior consent of the Treasurer, telephone calls (as an expense of an administration role) can be reimbursed on any increase in usual domestic phone costs.
5. Fuel costs will be reimbursed at 40p a mile irrespective of fuel type.
6. The Charity will reimburse the costs incurred (as an expense of an administration role) for postage stamps and stationery.
7. The Charity cannot pay a fixed rate for any volunteering role.
8. Fostering costs are in respect of dog food or cat food and cat litter incurred for the period of fostering. Receipts should support any claim. If receipts are not available, the Treasurer will reference the amount claimed to current retail prices and will pay the lower of the two sums.

9. Please contact the Treasurer with any query regarding additional expenses prior to them being incurred. Items such as dog collars, leads, cat carriers, pet bedding and bowls may be available or can often be sourced cheaply on your behalf.

10. The Charity does not reimburse the costs of repair or replacement for any damage to any party or item or possession that would, or should, be covered by normal household, motor or personal insurance cover.

11. The Charity will not reimburse any claims made that cannot be reasonably explained, justified or quantified.

12. Donations/monies received should be sent to the Charity and not used to offset expenses, unless prior approval is given by the Treasurer.