

## Expenses

### Details

Last Updated: Wednesday, 26 November 2014 18:53

January 2011

### Expense claims

#### Frequency of claims

- (1) Claims should not be left outstanding for more than two months
- (2) Claims should not exceed £200 before being claimed
- (3) Completed claim forms and receipts should be sent to the Administrator

#### Gift-aid and other donations

- (1) If you wish to donate some of your costs back to SWVG, please send a cheque for the relevant amount to the Administrator
- (2) If you wish SWVG to claim the tax back on your donation, please complete a gift-aid form and return this to the Treasurer

#### Payments to clients

- (1) One-off payments of over £20 and less than £100 must first be cleared by Christine Knight or Elizabeth Prescott-Decie.
- (2) One-off payments of over £100 must first be cleared by the MAG Group.

#### Receipts

- (1) Expense claims must be accompanied by the relevant receipts
- (2) Clients must sign receipts for all cash and phone cards received
- (3) Claims for payments made by visitors (e.g. travel to conference, item bought for client) must be accompanied by receipts

#### Travel - Visits to clients

Visitors can claim costs for visiting clients as below. The allowance is towards the cost of fuel, parking and the purchase of a drink and light snack for your client.

- (1) Visitors travelling from Winchester: £9.00.
- (2) Visitors travelling from the outskirts of Southampton: £6.00.
- (3) Visitors living within Southampton: £4.50

**Southampton and Winchester Visitors Group** *Working with asylum seekers and refugees*

**Patrons:** Miriam Margolyes OBE, John Pilkington, Dr Shirley Firth **Registered charity:** 1103093

SWVG P O Box 1615 Southampton, SO17 3WF

**Email:** admin@swvg-refugees.org.uk **Telephone:** 0750 317 6350 **Web:** www.swvg-refugees.org.uk



(4) Visitors living elsewhere or making other journeys (eg taking the client to hospital or the solicitor): mileage at 30p/mile

Travel - Mileage

Mileage for trips to SWVG meetings etc is calculated at 30p per mile.

Revised September 08

Revised Jan 11 XH

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