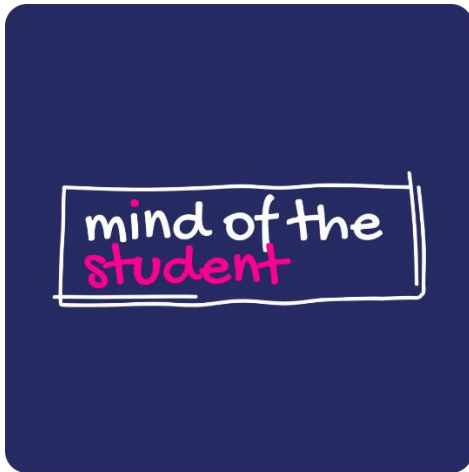


Document for internal purposes only.



Mind of the Student Expenses Policy

Mind of the Student is a charity registered in England and Wales (1165035). Registered office: 3rd Floor, 86-90 Paul Street, London, EC2A 4NE, United Kingdom. For all general correspondence, please email enquiries@mindofthestudent.org.uk.

The purpose of this policy is to ensure that all employees and volunteers receive equal treatment when claiming reasonable out-of-pocket expenses.

Definition

Reasonable out-of-pocket expenses include:

- Travel to and from the place of work / MOTS location
- Food and refreshments while at work or volunteering

Reimbursement of Expenditure

Employees and volunteers incurring out-of-pocket expenses in the course of their work or volunteering will be required to supply appropriate evidence of expenses, such as receipts, on the appropriate claim form.

You can access the claim form here: [New Expense Claim](#)

Submit all expense receipts within 7 days of the claim date. We will not be able to process claims after the 7 day period.

Claims submitted before the 25th, will be cleared for payment that month. Claims submitted after the 25th, will be cleared for payment the following month.

Meals

Employees and volunteers will receive tea and coffee at no cost to themselves when at the office/place of work/venue.

Employee and volunteer expenses can be claimed in the following circumstances:

- Breakfast allowance – N/A
- Lunch allowance – working a minimum of 5 hours per day
- Evening Meal allowance – on official business from 5:00pm and ending after 8:30pm.

The subsistence rates are effective from 14/02/2024 and are as follows:

- Breakfast – N/A
- Lunch – £5 (if lunch is not provided onsite already)
- Evening Meal – £15 (requires Director approval)

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Public Transport

Where possible, employees and volunteers should use public transport. Reimbursement of fares incurred will be paid provided that appropriate tickets and receipts are provided. Mind of the Student has capped travel expenses to £15.00 per day.

Car Allowance

If you choose to use your car, you can claim up to £15.00 per day, on petrol. You must select 'Milage' on the claim form and enter your home address (or starting point) and destination, then enter the milage driven. We will check that the correct millage has been entered before processing your expense claim.

Our mileage rate is 25p per mile.

Parking

Every effort should be made to park where it is free to do so e.g., school car park. If this is not possible, we can reimburse you up to £5.00 for parking.

Dartford Crossing

The charity will reimburse up to £5.00 (Dart Charge rate for a two-way crossing).

Any other Expenses

Other reasonable out-of-pocket expenses not listed in this policy must be:

- a) approved in advance by the charity's Director and
- b) be made on the approved claim form.

Exceptional Circumstances

In rare occasions, we may reimburse the full cost incurred for travel. This will be discussed on a case-by-case basis. This may be granted if:

- a) You are required to travel outside of the Home Counties, including London.

Non-qualifying expenses

Mind of the Student doesn't pay for or reimburse employees/volunteers for the following expenses:

- Lunch expenses if lunch has already provided at the venue/place of work.

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- Loss of personal property
- Vehicle fines
- Congestion Charge (every effort should be made to use public transport when working in London).

Last updated: 23/02/2024