

Newcastle Reform Synagogue (NRS)

The Croft, off Kenton Road, Gosforth, Newcastle upon Tyne, England NE3 4RF

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Website: www.newcastlereformsynagogue.co.uk

Registered Charity Number: 246816



NRS EXPENSES POLICY

(Approved by Council 28-03-2022, replacing the version from 27-04-2015)

Purpose

This policy is intended to provide a clear set of rules for all volunteers, Trustees within NRS to ensure that expenses are not inadvertently incurred which we can neither justify nor reimburse. We need at all times to ensure that our expenditure is relevant to our charitable objectives and can be fully justified. Therefore, all expenses should be reasonable and kept to a minimum.

Why

The work of NRS is supported by volunteers and trustees. A vast majority of our volunteers and trustees not only provide their time free but also choose to meet incidental expenses from within their own resources, i.e. at no charge to NRS. Without this generosity we would be faced with increased financial pressure. Our general approach on expenses, therefore, is that reimbursement is made on a discretionary basis along the lines outlined below. We reserve the right to refuse payment where it is felt that the claims being made are excessive or inappropriate.

Details

Any outlay of expenses (other than emergency building repairs) up to £100 may be made by any member of the NRS Council. Expenditure and activities likely to incur expenses above £100 must be approved in advance by a member of the Executive and another member of the Council. NRS will not accept liability for expenses that result from items and activities not agreed.

Volunteers and Trustees wishing to make a claim should claim expenses by completing the NRS Expenses Claim Form. Only expenses submitted on the relevant form and correctly authorised will be reimbursed.

- Forms are obtainable from the NRS website or from the Hon. Treasurer treasurer@newcastlereformsynagogue.co.uk
- Receipts must be attached with all expenses.
- Only actual costs incurred can be reimbursed.
- Claims must be made within 2 months of the expenses being incurred. Claims received outside this timescale will only be paid in exceptional circumstances.
- Expenses will normally be paid within one month of submission.

Travel on public transport should always be booked as far in advance as possible in order to take advantage of the maximum range of discounts.

- NRS will pay for standard class travel only.
- The use of taxis is discouraged. However, it is recognised this may be unavoidable. In such circumstances reasons should be given on the claim form.
- No reimbursement will be paid for any spouses.
- Air Travel will only be paid when agreed in advance. Travel (via a low cost operator e.g. Easyjet) should be 'off peak' wherever possible and should take advantage of the various discounts available.
- All volunteers who hold Business Class motor insurance will be automatically covered for their work on behalf of NRS but if their insurance is limited to Social and Domestic use then they need to contact their insurance company to have Business Cover included.
- The standard car mileage rate for volunteers and trustees travelling on NRS business is £0.25 per mile.

Where it is not possible to arrive at a meeting or return home from a meeting without staying overnight, volunteers / Trustees are encouraged to seek home hospitality and may claim £10 for a thank you gift to their host.

- Should it be necessary for a volunteer to stay in a hotel overnight we appreciate accommodation charges vary widely, depending on the location and time of year. The volunteer / trustee is expected to source the most economical solution available at the time.