



OBEE CIC EXPENSES POLICY

The CIC should be prepared to pay volunteer travel expenses but given the limited budget there is a need to set priorities that are seen to be fair and consistent for existing and prospective volunteers. The CIC has a policy of considering any exceptional claims on a case by case basis to ensure we are not impacting disadvantaged or excluded groups and opening OBee CIC to claims of discrimination.

The CIC will reimburse volunteer travel expenses, where possible, in the following situations:

1. Attendance at OBee CIC business meetings
2. Representing OBee CIC at events, fairs, exhibitions
3. For sourcing materials and transporting them to the OBee CIC site
4. For incentivising volunteers to use shared transport to access OBee CIC site.
5. To enable anybody who would be disadvantaged or otherwise excluded to access our volunteer activities
6. On grant funded projects and training courses where funding provision for travel is included.

The CIC will however request anybody undertaking travel at the CIC's expense to find the cheapest available means of transport and in the case of car usage to make every effort to use car sharing (outside of Covid 19 restrictions).

Travel Expenses reimbursement rates

1. For use of own transport the CIC policy is to pay a rate that reimburses the average vehicle fuel costs. These rates are lower than the maximum allowable HMRC mileage rates given the CIC's affordability constraints.
 - 30p/mile for diesel truck
 - 25p/mile for a car and trailer
 - 20p/mile for a car
 - 10p per mile for a motorbike

The CIC must be invoiced for mileage claims or issued with a dated receipt with name of the recipient, journey, mileage and expenses paid.

2. For use of public transport the CIC policy is to pay actual costs based on production of a receipt. Claimants are required to always use the cheapest means for their journey.

All travel claims must be agreed in advance with the Managing Director to ensure that the CIC can track expenditure and manage travel expenses within budget.