

YOUNG PEOPLE EXPENSES POLICY



INTRODUCTION

Youth Leads UK believe in equal opportunities and are trying to remove as many barriers to young people's development as possible.

It is important to us that nobody misses out on our opportunities because of money. We will support young people with reasonable expenses like food and travel.

We will either pay you back or make sure that you don't need to spend your own money in the first place.

TRAVEL EXPENSES

Youth Leads UK will pay the reasonable costs of necessary travel getting to and from our activities and events.

You should travel to locations of Youth Leads UK activities and events by the most cost-effective mode of transport, taking into account: your safety, the environmental impact of your mode of travel; the journey time; as well as the monetary cost.

You can claim portions of public transport season tickets. To clarify, any claim should be divided by the total number of days that the ticket is valid by the number of days used. For example, you attend Youth Leads UK activities on two days and you hold a £10 five-day pass. The total reimbursement will be £4. You will need to submit a copy of your season ticket in your claim.

Taxis

You may only use taxis where it is cost effective or have prior authorisation to do so. You must share taxis where possible and keep waiting times below five minutes.

Trains

You should try to find the lowest cost of travel possible, which might mean an off-peak ticket.

If you are eligible for a National Rail railcard and do not have one, Youth Leads UK will reimburse the purchase of a relevant railcard to be used on all rail journeys.

Buses

You may use public buses by purchasing single, return or day pass tickets.

Late night travel

Youth Leads UK will pay for taxis late at night when you have been participating in a Youth Leads UK activity or event, given the following conditions are met:

- Where the event finishes at 8:30pm or later,
- By the time you go home, either public transport is unavailable or it would be unreasonable to travel alone on public transport at that hour.

Vehicle expenses

Public transport should be used in preference to motor vehicles whenever practical. Where it is cost effective to make a journey by car, you may claim a mileage allowance, which provides full compensation for the use of your/your parents or guardians own vehicle (e.g. wear and tear, petrol, insurance etc.). Youth Leads UK aligns its compensation to the HMRC approved Mileage Allowance Payments, which are as follows:

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| Car – first 10,000 business miles in tax year | 45p |
| Car – business miles over 10,000 in tax year | 25p |
| Motorcycle | 24p |
| Electric bicycle | 20p |

For programme participants: you may claim an additional 5p per mile for each passenger carried where the passenger is over the age of 18 making the same trip.

For parents/guardians: you may claim an additional 5p per mile for each passenger carried, with prior authorisation from passengers' parents/guardians, obtained via Youth Leads UK staff.

Your expense claim must state the purpose of the journey, the start, end, any pick ups/drop offs, and the names of passengers claimed under the additional allowance.

When parents/guardians are dropping off their young people, they are only able to claim for one journey to the location and one journey back home, not two return journeys.

FOOD/REFRESHMENT EXPENSES

For any activities more than three hours, you will be entitled to a maximum of £5 to be spent on food/refreshments. Where activities are less than three hours, Youth Leads UK will provide snacks/refreshments.

REIMBURSEMENT OF EXPENSES

Expenses will only be reimbursed if they are:

- Supported by receipts
- Submitted via the expense platform vHelp
- Submitted within 30 days of being incurred
- Fully completed
- Claimed in line with this policy.

If you do not have a receipt, you must let a member of Youth Leads UK staff know, and make this clear in your claim.

Authorised expenses submitted in line with this policy on the required form will be paid directly into your bank/building society account, usually within two working days. We encourage you to claim for expenses as soon as they are incurred.

Fair warning

We reserve the right not to pay your expenses where you have not complied with the Expenses Policy. Any attempt to knowingly or carelessly make a false claim for expenses in breach of the Expenses Policy may result in us reversing the payment via the bank and reporting any instances of suspected fraud to the police.

AUTHORISATION AND APPROVAL PROCESS

Approval of Expenses

Your expenses will be approved by the Chief Operating Officer, Mehran Mokri who you can contact via e-mail (mehran@youthleads.uk).

Authorisation of Expenses

- Submit the expense(s) via vHelp
- Expenses are then checked by an approver
- Once approved, payment will be sent to you within 2 working days.

Using vHelp

The first time you want to submit an expense, you will need to create a vHelp account. Our organisation code is AS5537.

Step-by-step information can be found on our website - <https://youthleads.uk/expenses/> .

Once an expense has been submitted, it will be checked by the YLUK team and will take a further 48 hours to be paid into your account.

DOCUMENT REVIEW

This document has been approved and reviewed by Trustees in June 2023.

The next review date is by June 2024.