

## Expenses policy for Ambassadors

### Overview

The Ambassador role is an unpaid, voluntary position with Meningitis Research Foundation.

We understand that volunteering for Meningitis Research Foundation is a big commitment and that during your time volunteering with us, you may spend money on things like travel, refreshments and parking. We are happy to cover reasonable out-of-pocket expenses. We have funding available for this, to ensure you can all undertake your roles without concern for whether you can afford to do so.

This policy will give more information on what we can and can't pay for, and how you can claim your expenses.

### Before any spending

Before any outreach or event with Meningitis Research Foundation, do consider what spending may be required. Think about your travel, what refreshments you will need, and any other expenses you may have. If you aren't sure whether something can be expensed, always get in touch with us before spending, so we can discuss your options.

If it is an event organised by Meningitis Research Foundation, we may be organising to pay for things ourselves such as overnight hotel stays. Please do check with us in advance so we don't accidentally double-book anything.

We're committed to making every penny spent at Meningitis Research Foundation count. This means we choose the most cost-effective options whenever possible. For example, we would use public transport when possible and reasonable, rather than taxis.

**Please do let us know in advance of an event an overview of what you expect to spend money on, as we must pre-authorise this.**

If you have any concerns about being able to pay for things on the day of an event, please do get in touch with us in advance to discuss.

### When spending money

When you purchase anything, you will need to ask for a receipt. Please do remember to do this, as we may struggle to reimburse you without evidence of what was spent and where. Please keep all your receipts and records together and organised from your event, so you can more easily apply for reimbursement afterwards.

If you lose a receipt or forget to get one from a purchase, please speak to us to discuss options.

### Claiming expenses

When you are ready to claim your expenses, you will need to fill in an Ambassador expense form, available to download in the 'Resources' section of the Ambassador Hub. This will allow you to detail exactly what you spent, where and when. You'll need to separate the expenses by receipt, to help us understand all the expenses.

You will also need to fill in your bank details, so we know where we are sending the reimbursement too.

When you send us the form, you'll need to also send the matching receipts. You can do this by scanning them on to a computer, or you can take a photo on your phone and upload this. Any issues with this, do get in touch so we can help.

### Spending limits

There are guidelines to how much can be spent on different things, to help ensure we get the best value for money. These are:

- Breakfast - £5
- Lunch - £7
- Evening meal - £15
- Coffee / snack - £5

We understand there may be occasions where it's difficult to keep to that budget, particularly in more expensive cities. We trust Ambassadors to make sensible decisions on what are the most cost-effective options, whilst also ensuring they're taking care of themselves.

### Travel spending

Where possible, we encourage Ambassadors to use public transport. This is for environmental reasons, as well as costs.

We understand that this may not always be appropriate, possible or accessible for everyone, and driving or taxis may be best.

- The most cost-effective standard or economy class public transport should be used where possible when travelling.
- Where public transport is impractical or unsafe the cost of taxi fares will be reimbursed.
- For the use of your own vehicle the charity will pay 45p per mile.
- You must observe legal requirements while driving for Ambassador events. Any fines or penalties incurred are the responsibility of the driver and not the charity.
- Parking costs will be reimbursed.

### Questions or concerns

Meningitis Research Foundation does not want finances to be a barrier to being a wonderful Ambassador.

If you have any concerns or questions about spending or expenses in your role, please don't hesitate to get in touch:

**Telephone:** 0808 800 3344

**Email:** [helpline@meningitis.org](mailto:helpline@meningitis.org)

## Examples of what we can and can't pay for

### Example 1

An Ambassador travels from London to Liverpool to attend an outreach event.

They get the train up and book a standard class seat. When they get on the train they don't like who they're sat next to, so upgrade to first class.

They get lunch and snacks while they're out, totalling £10.50.

They return home on the standard class train.

- Meningitis Research Foundation will pay for the standard class train tickets to and from the event.
- Meningitis Research Foundation will pay for the lunch and snacks.
- Meningitis Research Foundation will not pay for the seat upgrade, as this was not needed to travel to the event.

### Example 2

An Ambassador drives from Glasgow to Newcastle to host a stall at a Health Fair.

They drive to and from the event. The only parking available is a paid-for car park, so they use this.

They get breakfast, lunch and snacks while they're out, totalling £20.

A week later, the Ambassador realises they have a speeding fine from the journey home.

- Meningitis Research Foundation will pay 45p per mile for the drive to and from the event.
- Meningitis Research Foundation will pay for the refreshments. They are slightly above guideline spending by an acceptable level.
- Meningitis Research Foundation will not pay for the speeding fine.