

EXPENSES POLICY

v1.0 (last updated Jun-25)

Introduction

Sunshine Coast Breastfeeding Support recognises that trustees, volunteers, and representatives may incur personal expenses while carrying out activities on behalf of the charity. This policy sets out the charity's approach to reimbursing reasonable expenses to ensure that no one is out of pocket as a result of their voluntary involvement. The charity remains committed to using charitable funds responsibly and in line with our charitable objectives.

Expenses That May Be Claimed

The charity will reimburse reasonable and necessary expenses directly related to charity work, which may include:

- Travel expenses for charity activities (e.g. mileage, public transport fares, parking fees).
- Subsistence costs when attending meetings or events on behalf of the charity.
- Small purchases of materials or supplies made with prior approval.
- Training or course fees, if pre-approved and directly relevant to the individual's charity role.
- Other expenses necessary to fulfil charity responsibilities, subject to prior agreement.

Authorisation and Prior Approval

Where possible, all expenses should be agreed in advance by a trustee. The charity may decline to reimburse expenses that were not pre-approved or are not considered reasonable or necessary.

Mileage Rates

Mileage for the use of personal vehicles will be reimbursed in line with HMRC approved rates.

Claims Process

All expense claims must be submitted by email with valid receipts or evidence of expenditure. Claims should be submitted as soon as possible and no later than one month after the expense was incurred.

Payment of Expenses

Reimbursement will usually be made via bank transfer upon approval of the claim by a trustee.

Exclusions

The charity will not reimburse:

- Personal purchases.
- Fines, penalties, or charges resulting from unlawful or improper conduct.
- Alcohol or luxury items.
- Costs incurred by friends or family accompanying volunteers, unless explicitly approved.

Changes to This Policy

We may update this policy from time to time to ensure it remains appropriate and reflects the charity's financial circumstances. The latest version will always be published on our website and dated clearly at the top of the page.

How to Get in Touch With Us

If you have any questions about this Policy or how we handle your data, please contact us by email at info@sunshinecoastbreastfeedingsupport.com.