Enhancing children's quality of life through mentoring

Mentoring Expenses Guidelines

Allowances

1. Each mentoring pair (mentor and mentee) has between them a budget of £10 per week for a mutually agreed activity during the session time, and, on average, £5 per week for travel, which covers car mileage, parking, bus fares etc. Mileage allowance is equivalent to 45p per mile, we will assess peoples allowance on individual relationship processing.

2. If less money is spent on a mentoring session one week, the remainder of the weekly allowance can be carried forward and used towards a more expensive activity in subsequent weeks - within the following parameters:

   - If a mentor and mentee **both** agree **not** to meet one week (because of holidays etc.), then this money **cannot** be carried forward

   - Likewise, if a **mentee** pulls out of a mentoring session, the budgeted £10 **cannot** be used in future weeks

   - The only time that money **can** be carried forward when a mentoring session has not taken place is when the **mentor** has had to cancel a session within the period of 7 days before the session was due to take place. The mentor would then be encouraged to use the unspent money on an additional meeting the following week, rather than arranging a more expensive activity.

   - Unspent travel allowance **cannot** be added to the activity allowance

Expenses Claim Process

The Island uses Dext (formerly Receipt Bank) to record and facilitate the claiming of expenses incurred in fulfilling organizational duties. Once a mentor has been signed up to act on behalf of The Island their details are passed from the Mentor Supervisor to the Finance & HR Officer to be set up on Dext as an authorized expense claimant. The Finance & HR Officer sends an introductory email to the mentor providing a link to download the app.

The mentor, on incurring expense fulfilling relevant travel/expenses, is to obtain a receipt (VAT where possible) from the supplier of the service/goods. To then make a claim they must take a legible photograph of the receipt, enter narrative and other details as appropriate to aid coding of the expense, then submit.

All claims are to be made as promptly as practicable after incurring the expense – to keep accounting records as up to date as possible.

On receipt the Finance & HR Officer checks the name of the claimant, for validity, the detail of claimed items and the amounts (including VAT content). Having checked, he logs on to The Island bank account and reimburses the claimant to their account provided at set up. It is his responsibility to make reimbursement as soon as possible after the claim is made.