

12.5 Recompense of Staff Expenses

Policy statement

Bolney Under Fives aim to support both staff and volunteers through their professional development via recompense for expenses.

Procedures

Bolney Under Fives will pay expenses to all employee's for the following:

- *Petrol for courses (excluding journey to work if on a scheduled work day)*
- *Car parking (receipts required)*
- *Printer Ink (if printing documents for Bolney Under Fives/study purposes)*
- *Paper (if used for Bolney Under Fives/study purposes)*
- *Books (related to courses, Bolney Under Fives reserves the right to ask for the books to be passed to other staff if and when needed)*
- *We will also consider paying a percentage of home internet access for training purposes as this is currently unavailable in the setting, this will have to be proven to benefit Bolney Under Fives.*

This policy was amended and adopted at a meeting of Bolney Under Fives

Held on

24/03/2014

Date to be reviewed

24/03/2016

Signed on behalf of the management committee

Name of signatory

Mrs Sarah Josling

Role of signatory (e.g. chair, director or owner)

Chair
