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Expenses Procedures

Expenses for Volunteers are not paid automatically.

However, if a Volunteer would not be able to attend training or do his work as a volunteer due to low income, the Volunteer Manager will ask the Board of Management for payment of travel expenses on behalf of the volunteer.

Each case is decided individually.

Travelling expenses should be claimed on a weekly basis. Train or bus tickets must be shown and a receipt signed for 'petty cash'.

Other expenses, e.g. for photocopying, if authorised by the Volunteer Manager, will be reimbursed on production of a receipt.

All expenses over £10 will also need the authorisation of a member of the Board.

These expenses procedures to be reviewed annually in May/June by the Board of Management in consultation with the Volunteers and the Volunteer Manager.

Date of last review: June 2022