



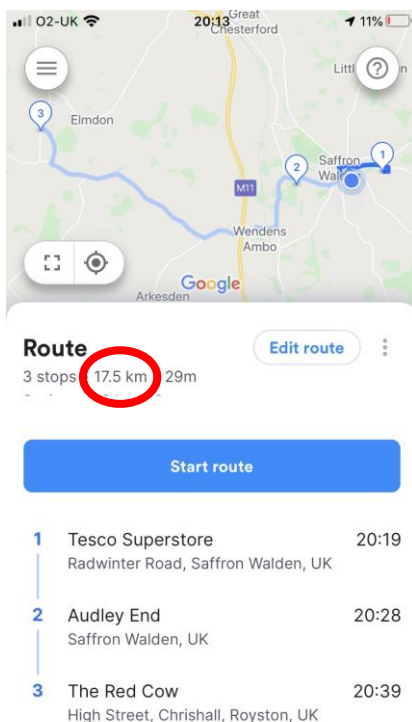
FOODCYCLE CORONAVIRUS RESPONSE

USING CIRCUIT – DRIVER DELIVERY EXPENSES GUIDANCE

Mileage expense claims

- The expense claim form can be found here (same form for PLs and volunteers):
<https://volunteer.foodcycle.org.uk/volunteer-expense-request>

For a food delivery mileage claim, you will need to take a screenshot of your delivery route on the Circuit app **before you start deliveries**. This will show your overall route and the total number of kilometres. (Note: you will need to convert kilometres to miles before calculating the cost.)



You can use this website for conversions:

<https://www.rapidtables.com/convert/length/km-to-mile.html>

If you would also like to claim the cost of travel from your home address, please add it to your total mileage and note that you have done this on your claim

Claiming for past deliveries before this guidance

If you are claiming for past delivery routes and don't have screenshots, you will need to estimate your mileage as best as possible and head office will approve those claims as exceptions. Your Regional Manager should be able to help with estimations if needed by comparing routes on the Circuit app

- The form requires you to attach a 'receipt', so you can attach a black document if needed to get around this.
- If claiming for multiple delivery dates, each date will need to be entered as a separate line on the claim form.
- Make sure to include as much info as possible in the description box.

What 'item type' do I select?

The item type is 'Covid-19 food delivery service – all costs'.

The Covid-19 category is 'Volunteer travel for food delivery service'.



For each item, please complete the following:

Item 1 Receipt Number

Item 1 Transaction Date

Item 1 Cost GBP

Item 1 Description

Item 1 Type

Item 1 Covid-19 Category

Would you like to add a second item?

- 5103 Activity costs - Covid-19 - Food for delivery service
- 51091 Activity costs - Covid-19 - Bags and packaging for food delivery service
- 51301 Activity costs - Covid-19 - Volunteer travel for food delivery service
- 51615 Activity costs - Covid-19 - PPE
- 51701 Activity costs - Covid-19 - Antiviral products (hand sanitiser, wipes)

Expenses Policy

See FoodCycle's Volunteer Expenses policy for further information, available here:

<https://volunteer.foodcycle.org.uk/Volunteerpolicies>. Also see screenshot of mileage section from policy below:

Claiming Mileage from FoodCycle

- The standard car mileage rate for volunteers working for FoodCycle is 45p per mile.
- Volunteers can claim 5p per passenger per mile for carrying fellow volunteers in a car on a journey which is also connected to volunteering for FoodCycle.
- All driver volunteers should discuss their role as a FoodCycle volunteer with their insurance company to ensure that they are fully covered.
- Volunteers will be asked to fill out a Volunteers Drivers form before driving for FoodCycle, before we can reimburse mileage costs.
- All mileage claims must be supported with a googlemaps image to show shortest possible route has been taken

How to see outstanding expense claims on PL portal:

if you would like to change the status of the expense claims you have submitted and find out whether they have been paid, you can do so at <https://volunteer.foodcycle.org.uk/volunteer-expense-request-overview>. You will need to be logged in to access this page.

For any queries please call finance on **020 7729 2775** or email expenses@foodcycle.org.uk.