Samaritans in Spain Travel Claims Policy

 And Procedure

All Samaritans in Spain Volunteers are entitled to claim towards their travel expenses when under taking Samaritans in Spain roles/duties. Claims should be made on the Expenses Claim Form which is available at the Centre or from the Members’ Area page on the website. Samaritansinspain.com

**Travel Claims are as follows:**

* A minimum of 5 Euros for trips up to 50km.
* All trips over 50km will be reimbursed at 0.10 Euros per kilometer.
* Where used, toll road expenses can also be claimed. Please keep the receipts.

**The Claim Form needs to be completed and signed and then:**

* If it is for a shop duty, passed to one of the Shop Managers to check, countersign and then passed on to the Admin Office for processing.
* If it is for a Branch role/duty it should be passed to the Branch Manager to be checked and countersigned and then passed on to the Admin Office for processing.
* Shop Supervisors pass their claim forms to the CEO for signing and countersigning and passing on to the Admin Office for processing.
* Attach any receipts to your form.

**Policy/Procedure reviewed February 2017**