



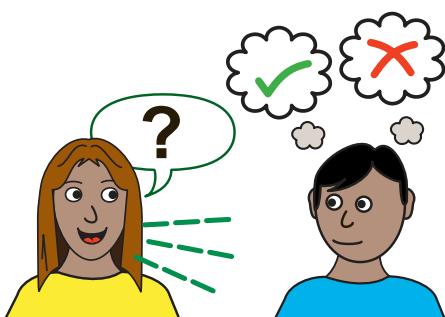
policies and procedures

Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

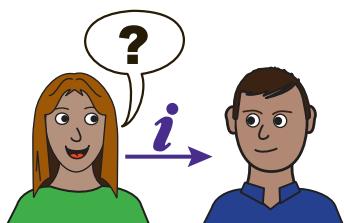


The policies and procedures also tell us what to do if something goes wrong.

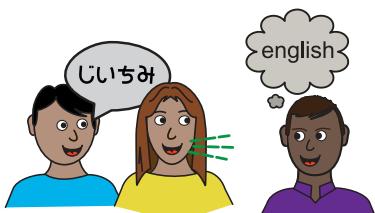


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: 0113 234 6040
text: 07531 215 999
email: governance@pyramid.org.uk

Expenses Policy

Expenses means the money you have spent because of your role at Pyramid. It might relate to travel, or to things you have bought for use by Pyramid.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.
Clarifications	
Who does this policy / procedure apply to?	Employees, freelance workers and volunteers
Related policies and procedures	
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up to date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees has a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 23 June 2025.</p>
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>

Travel expenses for freelance workers and volunteers

Freelance workers and volunteers can claim back reasonable travel costs for attending group sessions, up to a maximum of £13.50 per round trip. You can use public transport, or your own vehicle / bike.

We ask that you use a bike or public transport wherever possible, in line with our Environment and Sustainability Action Plan.

Bike mileage is paid at 20p per mile. Vehicle mileage is paid at 45p per mile.

For weekly or monthly travel tickets, we will reimburse 25% of the cost (assuming you attended at least one activity per week for the duration of the ticket).

In exceptional circumstances, you may take a taxi instead of using public transport but this must be agreed in advance with the Assignment Manager (the office staff member responsible for your group / activity). Reasons for taking a taxi might include short-term injury, a disability, or transporting materials / equipment.

Other group / D-Team expenses

You will be reimbursed for expenses such as refreshments and materials you have taken to a session. For larger purchases (costing £20 or more), please email finance@pyramid.org.uk and we will place the order for you.

- Please always check our stores before purchasing new materials
- Seek best-value, considering both price and environmental impact
- Refer to our [Resources Directory](#) to find advice on sustainable practice

Employee expenses

Employees can claim travel expenses for work-related activities (except their normal commute to and from work). Other work-related expenses must be agreed in advance with your line manager and will be reimbursed.

Vehicle mileage claims

Before we can pay a mileage claim, we are required to check that you are licensed to drive, that you have appropriate insurance, and that your car has a current MOT certificate and is taxed.

Your insurance must include 'driving for work purposes' (sometimes called 'business insurance'). This can also apply to voluntary work, so you must check with your insurer that you are covered. Pyramid is not responsible for paying any additional premium imposed by your insurer.

You will need to

- Show us your licence
- Confirm your insurance details
- Confirm your vehicle registration number so we can run a DVLA check

Making a claim

Most claims will be reimbursed on a monthly basis. If this would cause you financial hardship, please contact us in confidence and we will make an alternative arrangement with you.

Please email finance@pyramid.org.uk at the end of each month with your expenses claim (freelancers can add expenses to their invoice, it doesn't need to be separate).

Each expense must include

- A description of the item purchased
- The date of purchase / travel
- The group / activity it relates to
- The amount being claimed
- A scan / photo / screenshot of your receipt / proof of purchase
- For mileage claims, state the start and end location, and number of miles travelled

If it is your first claim, please also make sure to provide us with your bank details.

A blank claim form template can be provided if helpful to you – please ask.

You can also send in your expense claim after each session, these will be added together and reimbursed in one monthly payment.