**XLP Mentor Expenses Information**

The budget for mentoring is **£60** per month to cover activities for you and your mentee. You can send in expenses in as regularly as you like, but to help us keep on top of our budget we’d be grateful if you could claim back this money within a month of spending it.

**To claim your money back you must:**

1. Complete your ***Session Report*** via the Google form. Expenses claims need to match the evidence of mentoring sessions occurring. If you submit a claim that doesn’t relate to a weekly mentoring session report, we will need to query it before releasing the payment.
2. Complete an ***Expenses Claim Form*** following these instructions:
3. The name at the top is your Mentor Manager’s name (as they will be claiming on your behalf)
4. The Department is “Mentoring”
5. Please write a description of the expenses that says why the money was spent ie. “Cinema tickets for mentoring session”. The description does not need to say the location or date as this is on the receipt.
6. Please number each receipt to correspond to the number on the line of the form with the description.
7. Leave the “Fund” column blank.
8. Please put your name and bank details in the “To be made payable to” section.
9. Please leave the “Authorised by” section for office use.
10. Email your Mentoring Manager with your Expenses Claim Form and a clear photo of you **receipts** (all details on the receipts must be readable). Electronic receipts are also acceptable but screen shots of bank statements are not. Please ask for a receipt whenever you spend money for mentoring. A handwritten receipt is acceptable if it has the address, amount and date.

Once your mentoring manager receives your claim they will send your expenses to management for approval, who pass them to the finance team to set up payment. Expenses are processed by our finance team on Fridays to be paid out the following Tuesday, however as we have a very small finance team if someone is away it may take longer for your payment to be processed. We do ensure that all payments are made within two weeks of approval.

We have a petty cash system for those who prefer a cash payment. Please arrange to meet with your Mentor Manager to hand over your receipts and you will be reimbursed in cash.

**Reward Trips:** We have an extra budget of £60 per young person to celebrate your mentee during the year by taking them on a special trip ie. on their birthday, for passing an exam or at the end of the mentoring year. You must approve your planned trip with your mentoring manager before you promise anything to your mentee or spend the money. You can reclaim this money in the same way or you can ask your Mentoring MAnager to book tickets for you.

***We understand that mentoring can impact personal finances and we do our best to prevent that. If you have any concerns about expenses please let us know and we can explore ways to help.***

**XLP Expenses claim form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date |  |
|  |  | | | |
| Department: |  | | | |

*Please* ***number*** *and* ***attach all*** *receipts* ***in order.***

|  |  |  |  |
| --- | --- | --- | --- |
| # | Details | Fund | Amount |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **Payment method**: Direct payment / Cheque\* | | **Total Amount:** £ | |

\*(please circle one option)

|  |  |
| --- | --- |
| **To be made payable to**: |  |
|  |  |
| **Authorised by:** |  |

(Line Manager)

|  |  |
| --- | --- |
| **Counter signed** *(if required)*: |  |
|  | (Project Manager) |

**FOR OFFICE USE ONLY:**

**Direct payment**

NC: Dept:

Entered in Sage: Fund:

Date Paid:

Payment entered in Sage:

**Cheque**

Date processed:

Cheque number:

Signatories:

Entered in Sage: