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**HARC TAXI EXPENSES POLICY**

**Volunteers**

Taxi fares will be reimbursed when you are travelling to and from the HARC project to volunteer when-

* There are no other options of public transport or lift sharing
* It is agreed with the HARC Committee or the HARC project leads

You must specify the start and finish points and the purpose of the journey on each taxi receipt.

**Claims procedure**

All claims for reimbursement of travel and subsistence expenditure must be submitted on a HARC expenses claim form, and original itemised receipts are required for all expenditure and attached to the relevant form.

**Guests**

Taxi fares will be paid for guests of the HARC project when-

* There are no other options of transport available to them
* They are travelling to and from bed and breakfast accommodation under the StopGap process
* It is agreed with the HARC Committee or the HARC project leads

REVIEWED JR 6th September 2021