

## S2S Reimbursement Policy

<b>Approval date:</b> 26/07/2024	<b>Revision date:</b> 01/07/2025
<b>Responsibility for approval of policy:</b>	SCS Co-ordinator
<b>Responsibility for implementation:</b>	S2S Programme Officer
<b>Responsibility for ensuring review:</b>	S2S Co-ordinator

### 1. Policy Statement

The S2S Service is committed to reimbursing volunteers for all reasonable expenses which they incur wholly, necessarily, and exclusively in the course of their volunteering role. As budgets are managed centrally by Trinity Finance, and subject to regular audit, it is essential that this policy be reflective of Trinity's broader financial processes and audit requirements.

### 2. Purpose

This policy is designed to ensure volunteers do not go out of pocket whilst performing their roles. S2S cannot guarantee that Trinity Finance will approve reimbursements if this policy is not followed.

### 3. Scope

This policy applies to all S2S volunteers seeking funding for events and activities pertinent to their role(s) as S2S volunteers. Responsibility for ensuring this policy is effectively implemented rests with the S2S Programme Officer. All other staff members and volunteers in S2S are expected to facilitate and support the implementation of this policy.

#### 4. Principles

- Ask for reimbursement before you buy anything!
- Requests must be made at least **3 working days in** advance. If you are putting in a request on Saturday and your event is Tuesday, it may not be approved as it is not 3 working days.
- Requests are limited to €30 per event unless there are exceptional circumstances, agreed with the S2S Office in advance. Please do not apply individually, or in unique groups, for €30 each if it is all for the same event. This will result in all but one reimbursement being rejected.
- Get a receipt and make sure it is an itemised and dated receipt. The reimbursement may not be approved or processed without an itemised receipt.
- The receipt must contain the following information:
  - The name of the business.
  - The total amount spent.
  - An itemised list of the items purchased.
  - The date of purchase.
- A receipt without the above criteria will be rejected by the Finance Office.
- You must be able to fund the activity until reimbursement can be processed. S2S cannot provide funds in advance to assist with spending.
- Do not pay for deposits out of your own pocket- If you're arranging an event for which a deposit is required, ask everyone who's coming to give you their portion of the deposit in advance.
- Do not rely on quick reimbursement.
- **Alcoholic drinks will not be reimbursed by Trinity's Finance Office.**

All reimbursements are paid directly by Trinity College through their Finance Office and will be subjected to audit. Our approval process includes making sure that the goods purchased can be approved at a central administrative level. Please ensure that you stick to the guidelines we provide. We cannot guarantee reimbursement if spending falls outside of Trinity's regulations.

Please also note that we will only protect the budget allocated for your event for 1 month after the stated date of your event. After 1 month, any unclaimed amounts will be released for other volunteer groups, and we may not be able to honour your reimbursement request. This is to prevent volunteers being told we have no money for events when sums go unspent. Please make sure you return forms and receipts promptly so you don't end up out of pocket.

## 5. Process

1. Fill out a [request for funding](#) with all the details we require at least 3 working days prior to the event happening. We cannot offer reimbursement at short notice, or retrospectively.
2. Once we review your application, we will respond within 24 hours of approval or denial of the reimbursement.
3. Once spending is approved, we will send you a Non-Staff reimbursement form.
4. After the event volunteers need to fill in their bank details and email the completed reimbursement form to the S2S staff as a PDF, along with a photo of the receipt and proof of event. Proof of event can be the email inviting mentees to the event – just forward it on to us marked “**for reimbursement**”.
5. S2S staff will process reimbursement forms as a priority and send them to Trinity Finance, who will send the money into your bank account by EFT.
6. FIS process forms once a week, so alert S2S staff if you have not been paid within 2 weeks.