OMV Expenses Policy

It is the OMV's policy to reimburse all reasonable expenses incurred in carrying out OMV business. As a charity, it is the OMV's duty to minimise expenditure that is not directly charitable. OMV members are expected to keep expenses incurred to a minimum and record, explain and justify such expenses properly.

This policy aims to set out expenses that are recoverable from the OMV. It is not comprehensive, but intended to provide guidelines. There are always specific cases where, if in doubt, advice should be sought in advance from the Treasurer. The policy is based on three key principles:

Necessity: the expense being claimed must be completely necessary for you to carry out an activity on behalf of the OMV. It must represent a real cash cost for which you are out of pocket.

Best value: the cost must be kept to an absolute minimum wherever possible and advantage taken of advance booking discounts etc. Please imagine you are spending your own money, and don't think "it's ok, the OMV are paying"!

Reasonableness: the expense must be reasonable for the activity being carried out, and consideration given to cheaper alternatives. If you are in doubt as to whether an expense is reasonable, consult the Treasurer before incurring it! All expenses that are likely to be over £50 should be approved in advance by the Treasurer or Chairman.

Expenses that the OMV will not normally reimburse:
- travel within London (underground, buses etc.)
- travel to the Lourdes induction day
- taxis, unless there is no alternative transport or specific circumstances require them
- any single expense under £5 (although please ask the Treasurer if you have a number of such expenses)
- alcohol

In order to claim an expense, please email treasurer@omv.org.uk providing details of the expense, the activity it is related to, and your bank account and sort code, and attaching a scan / picture of a full VAT itemised receipt. Expenses will be reimbursed by bank transfer and payment runs will be made once a week. Expenses submitted by 3pm on Friday will usually be reimbursed by the following Tuesday. Please submit expenses within a month of incurring them.

Specific requirements:

Travel for attendance at essential meetings (which cannot be conducted via telephone, Skype or other online platforms) presentations to schools, etc.: The OMV will reimburse the actual cost of a second-class train (or bus / coach) ticket from your nearest home station to the destination. This should always be booked in advance, and railcards used if possible. For tickets over £50 single or £75 return, please consult the Treasurer in advance. Mileage will be paid at 25p per mile, based on the most direct route as calculated by an online route planner. If this is likely to exceed £50 (200 miles), please consult the Treasurer in advance.

Phone calls: The OMV will reimburse the actual cost of phone calls that are related to OMV business. Please supply an itemised bill identifying each call and its amount. This is expected to be calls to/from abroad and not routine calls within the UK. Where possible, please use a free online alternative such as Zoom or Whatsapp audio.

Meals: If you are away from home for more than 24 hours on essential OMV business, you can claim a £20 "per diem" as a contribution to food and other incidental costs. If you are provided with either lunch or dinner, this is reduced to £15.

If you owe the OMV money for installment payments for an activity, your expenses incurred will first be deducted off the amount you owe to the OMV. If your expenses exceed the amount you owe the OMV, you will be reimbursed the difference upon submission of receipts.

Expected expenses should be included in relevant activity budgets wherever possible. If you are organising an activity for the first time, please request information about incidental expenses that you are likely to incur from the previous activity organiser or the Treasurer.

Date for review: January 2026