Expenses Policy

1. Introduction

1.1. The purpose of this policy is to set out our rules on the reimbursement of expenses, including travel, accommodation and hospitality.

1.2. This policy applies to any person who provides services for, or on behalf of, the organisation regardless of capacity. This may include (but is not limited to) employees, contractors, agency workers, casual workers, interns and volunteers.

1.3. This policy does not form part of any contract with us. We reserve the right to amend or remove this Policy.

2. What principles does the organisation apply in relation to expenses?

2.1. We use resources responsibly so to ensure value for money, and have regard to:

- Efficiency and cost-effectiveness
- Wellbeing
- Environmental impact
- Safety and security

2.2. Expense claims should only reflect costs that are additional to normal daily expenditure. It is your responsibility to act with honesty and integrity in the application of this policy. Any attempt to claim expenses fraudulently or otherwise in breach of this policy may result in action being taken under our Disciplinary Policy.

3. Travel expenses

3.1. We will reimburse the reasonable cost of necessary travel within the UK in connection with your work. The most economic means of travel should be chosen if practicable and you should use existing travelcards or season tickets wherever possible. The following are not treated as travel in connection with our business:

- For office or home based employees - travel between your home and usual place of work or work based event;
- travel which is mainly for your own purposes; and
- travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

3.2. Where employees are based from home, business mileage is between your home to the destination of work, including office.

3.3. We will reimburse the cost of standard class train travel necessary for your work on submission of a receipt with an expenses claim form.

3.4. Taxis (and similar services such as Uber, FreeNOW) should only be used where there is no alternative public transport available or where it is significantly more

convenient or quicker for a taxi to be taken. Taxis should not usually be used for long journeys. A receipt should be obtained for submission with an expenses claim form.

3.5. Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage. You must make sure that your car insurance covers you for business purposes and must provide evidence of this to us on request.

3.6. 'Mileage' is a payment to cover the use of a personal vehicle for work purposes. You may claim for mileage if public transport is unavailable or impractical (including not efficient or cost-effective), or to accommodate disability or accessibility needs. Mileage and other vehicle costs cannot be claimed for travel between home and your usual place of work. We will reimburse mileage claims in line with prevailing HMRC rates.

3.7. We will reimburse any necessary parking costs which must be supported by a receipt or the display ticket.

3.8. We will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.

4. Overnight expenses

4.1. If you are required to stay away overnight in the course of your duties you should discuss accommodation arrangements with your line manager. Accommodation will usually be arranged by the charity at a Premier Inn, Travelodge (or similar 3* accommodation) at the lowest available cost, not to exceed £140 per night (Central London) or £100 per night (elsewhere).

4.2. We will reimburse your reasonable out-of-pocket expenses for overnight stays provided they are supported by receipts as follows:

4.3. breakfast up to a maximum of £13 (London), £12 (elsewhere) a day; and

4.4. lunch and an evening meal including non-alcoholic drinks up to £12 a day for lunch, £18 a day for an evening meal or, where both are incurred on the same day, an overall maximum of £30

5. Entertaining

5.1. Any expenses incurred in relation to entertaining stakeholders must usually be agreed in advance with your line manager. Your approved budget will be confirmed in writing in advance and must not be exceeded. Should your expenditure exceed your approved budget then any additional sum will not be able to be reclaimed. If the additional cost has been incurred on a business credit or debit card then we may deduct from your wages or any other sums owed by us to you to recoup the additional sum spent.

5.2. Expenses incurred socially with colleagues are not generally recoverable under this policy. If you wish to recover expenses incurred for this purpose then you must

obtain an approved budget in writing from the Chief Executive prior to incurring the expense. Any approved expenditure must be supported by receipts.

5.3. Receipts must be submitted in full with your expenses claim.

5.4. You must, when entertaining, at all times comply with our Anti-Bribery Policy.

6. Breach of the Expenses policy

Any attempt to claim expenses fraudulently or otherwise act in breach of this policy will be treated as a disciplinary matter and will be handled in accordance with our disciplinary policy.