



Staff Expenses & Mileage Claims

1. Background

It is often necessary for staff of Abbeyfield The Dales Ltd (ATD) to temporarily fund expenditure for business costs whilst carrying out their duties for ATD. This should always be kept to a minimum and direct invoicing of business expenditure to ATD should be encouraged as the preferred option whenever this is possible.

This policy covers most of the major areas of such expenditure but will not cover every individual case. Where staff are not clear what they may claim, they should refer the question to their line manager.

It is the responsibility of all staff to ensure that the ATD's funds are spent prudently.

2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

3. Scope

All ATD staff, including agency staff (referred to in this policy as 'ATD Staff' or 'Employees'). Please note, there are separate policies covering Expenses for Volunteers and Board Members.

4. Policy

The contents of this policy are not contractual. ATD staff should refer to their Terms and Conditions of Employment for contractual information. However, it is the responsibility of every employee to familiarise themselves with, and to comply with, this policy.

4.1. Reimbursable Business Expense Claims

Employees are required to claim their expenses in line with this policy using the Car Mileage Claim Form (Appendix 1) or Expense Claim form (Appendix 2). All claims shall be supported by detailed receipts. Employees are also able to claim mileage for business travel, in line with HMRC requirements.

4.2. Authorisation of Claims

All expense claims must be authorised by the employee's line manager before the Finance department processes it for settlement.

4.3. Travel Expenses

4.3.1. General

It is generally expected that ATD staff will avail themselves of the most cost-effective mode of transportation whilst travelling on ATD's business. The following, though not intended to be an exhaustive list, describes the different modes of transportation and how expenses incurred in the course of using them shall be processed and reimbursed.

4.3.2. Travelling by Car and Motorcycle

ATD staff can claim mileage if they travel in a private vehicle, or if they receive a car allowance.

ATD staff using either one of this type of vehicle on ATD's business can claim mileage at current Inland Revenue approved rates as advertised on www.gov.uk. The rates are Inland Revenue approved and annually reviewed. Thus, any changes in current rates shall be amended on the Mileage Claim Form. ATD staff can only claim from their recognized place of work. If travelling from home, unless home based, staff shall deduct home to office mileage from their claim.

In line with HMRC requirements, where employees claim mileage, they are expected to complete a Car Mileage Claim Form (Appendix 1).

Associated car parking expenses may be claimed by employees. Parking tickets receipts must be attached to the standard expense claim form; ATD do not reimburse parking fines to staff even where the individual carrying out ATD's business when they receive the parking fine.

4.3.3. Travelling by Rail

Where it is more practical and cost effective for ATD staff to travel by rail, rail tickets should be purchased with bookings made in advance in order to take advantage of cheaper fares. It is expected that ATD staff will travel on standard class.

4.3.4. Travelling by Taxi

Travel by taxi is permissible in certain circumstances and where this applies, ATD staff may use a taxi and attach relevant receipts to their claim. Examples of when taxi journey might be justifiable include:

- where no public transport is available;
- when it is important to save time;
- where ATD staff have to carry heavy luggage;
- where it is necessary to do so with respect to safety of ATD staff e.g. the employee travelling home from train stations late at night; and
- where ATD staff are travelling as a group and it is more cost effective to hire and pay a single taxi fare.

4.3.5. Travelling by Air

Air travel can be used where it can be demonstrated that it is the most economical and practical method of travel. ATD staff are expected to travel in economy class.

Air travel outside of the UK on ATD business is permissible subject to the principle that they are the most appropriate, economical and specifically approved by the Board.

Like rail travel, ATD staff should book flights in advance to take advantage of discounted rates.

4.4. Accommodation and Subsistence

4.4.1. Overnight Stays

Where employees stay in a hotel, or a bed and breakfast establishment, on ATD business, accommodation costs including meals and non-alcoholic drinks may be claimed subject to the following limits which shall be reviewed annually:

- Hotel room costs – a standard room;

- Breakfast – generally it is expected that the room rate will include breakfast. Where this is not applicable the actual reasonable cost of breakfast may be claimed including one non-alcoholic drink; and
- Dinner - similar to breakfast, reasonable cost of dinner plus one non-alcoholic drink may be claimed.

4.4.2. Meal & Drink Costs

ATD staff may claim meal and non-alcoholic drink costs incurred whilst travelling to attend to ATD's business. All costs will only be recoverable with a receipt and where VAT is payable a VAT receipt should be submitted.

4.4.3. Meals (Non-Overnight Stays)

The cost of modest meals will be reimbursed when ATD staff are travelling on business away from ATD sites. **Authority to claim MUST be sought from the Senior Management Team (SMT) PRIOR to any travel taking place.**

ATD staff who are normally travelling away from ATD sites as part of their daily work routine may only claim for meals in accordance with the guidelines set out above or whilst attending training/conference where no lunch is provided within the cost of the event.

4.4.3.1. Breakfast

Claims for breakfast should only be claimed when it is necessary to leave home significantly earlier than the normal time they would leave for work.

4.4.3.2. Lunch

Expenditure on lunch will only be reimbursed when the member of staff is travelling on ATD business away from ATD sites.

4.4.3.3. Dinner

Generally, claims for dinner will only be reimbursed when ATD staff are staying away from home overnight or are not able to return home by a reasonable time to eat dinner.

ATD staff who have to eat more frequently for medical reasons should make their managers aware of this and agree more appropriate guidelines.

4.4.4. Overseas accommodation and subsistence

The CE shall specifically approve expenditure to be incurred by ATD staff if and when attendance is required.

4.5. Other Expenses

The employee has the right to appeal the decision to dismiss and must file their appeal within 7 calendar days.

4.5.1. Telephone Calls

ATD will reimburse the cost of essential phone calls incurred in the course of transacting business on its behalf.

4.5.2. Staying Away from Home

The following costs would not be reimbursed:

- Mini-bar costs;
- Laundry costs;
- TV/Video charges;
- Newspapers; and
- Any other personal costs.

4.5.3. Residential Training

During extended residential training courses, the above guidelines may be modified. Advice will be given by the Finance Department, as required.

4.6. Meetings

Wherever possible meetings between ATD staff should be held at ATD premises. On some occasions, such as annual conferences or strategy meetings, there may well be real advantages in meeting off the premises. If this is the case, ATD staff should obtain prior authorisation from their Head of Department.

It is sometimes practical and appropriate to hold informal meetings in hotel lounges or other public places. It is not normally acceptable to incur meeting room hire charges for meetings involving 2 or 3 ATD staff and it is never acceptable when ATD meeting space is available.

All meeting room costs must be authorised in advance by the Head of Department.

4.7. Entertainment & Hospitality

4.7.1. External Guests

This will be at the discretion of the CEO. ATD staff wishing to offer hospitality to external guests should contact the CEO for prior approval and guidance. The relevant claim form entry will need specific authorisation.

4.7.2. Colleagues

Staff concerned with ATD business on non-ATD premises may only claim if expenditure falls within the limits set out above. ATD staff providing overnight accommodation or dinner at their own home for a colleague may claim expenditure when that ATD staff member would themselves have been entitled to claim according to the above, as follows:

- Dinner £10; and
- Overnight stay £20.

These allowances are taxable and as such they will be remitted via the payroll system.

4.7.3. Receipts

When claiming expenses for entertaining external work contacts, staff must write the names of guests on the back of receipts.

4.8. Telephone: Staff Calls and Mobile Phones

The majority of ATD staff will have use of an office landline or mobile phone. Reimbursement of private/personal phone line costs will be exceptional.

4.9. Professional Fees

ATD staff cannot normally claim the cost of membership of a professional body that is relevant to their job within ATD unless there are exceptional circumstances and it has been agreed in writing by their Line Manager, in which case, reimbursement will be made through Payroll. Staff may be able to claim tax relief on professional fees related to their job and contact should be made with the Inland Revenue in the first instance for further guidance on how to claim this relief.

4.10. Other Expenditure

Most other expenditure e.g. stationery, printing, equipment should be purchased and paid for directly by ATD in accordance with standard procedure. See policies 'Use of procurement card', 'Use of Credit Card', 'Use of Petty Cash'.

5. Finance, Value for Money & Social Value

All ATD staff must minimise the cost of all expenditure incurred within value for money principles; using the resources of the business wisely and prudently.

6. Supported Appendices

Appendix 1: Mileage Claim Form

Appendix 2: Expenses Claim Form

7. Linked Policies

Board Member & Volunteer Expenses (LG002P)

Use of Company Credit Card (LG033P)

8. Legislation/Regulation

HMRC legislation covering expenses

9. Review

Every 3 years, subject to any regulatory or legislative updates.

10. Procedure/Guidance

10.1. Documentation

- All expenses should be claimed on an ATD Expense Claim form/Mileage Claim Form.
- The claimant's Head of Department must check the detailed expenditure, ensuring it is legitimate, accurate, within these guidelines and fully documented with receipts.
- If there are any doubts or queries associated with this process, then the expenses must not be authorised, and advice should be sought from the Head of Finance.
- Original authorised expense claims should be forwarded to the Finance Department within the given timescales.
- If there are any doubts or queries associated with this process, then the expenses must not be authorised, and advice should be sought from the Finance Director.

10.2. Payment

- All claims must be submitted on the correct forms with supporting receipts/documents by the 11th day of the month, this will be included in that month's pay. Exceptions will arise at Christmas and Tax Year end where the date for completion would be approximately 3rd December and 3rd April respectively. However, communication will go out to all members of staff to that effect.

