

## **Expenses Policy**

### **1. ABOUT THIS POLICY**

- 1.1 This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality.
- 1.2 This policy applies to all employees, volunteers, workers, agency staff, or anyone working on behalf of Community Action Isle of Wight.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

### **2. PERSONNEL RESPONSIBLE FOR THIS POLICY**

- 2.1 All managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff understand the procedure they are required to follow and to take action when behaviour falls below its requirements.

### **3. REIMBURSEMENT OF EXPENSES**

- 3.1 We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or in breach of this policy may result in disciplinary action.
- 3.2 Expenses will only be reimbursed if they are:
  - (a) submitted to your Line Manager on the appropriate claim form;
  - (b) submitted within 28 days of being incurred;
  - (c) supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
  - (d) authorised in advance where required.
- 3.3 Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society account via payroll.
- 3.4 Any questions about the reimbursement of expenses should be put to your Line Manager before you incur the relevant costs.

### **4. PUBLIC TRANSPORT**

- 4.1 Where it is feasible we encourage the use of public transport. We recognise that on some occasions the use of public transport may not be sensible. For example if several people are travelling together or if a considerable amount of equipment needs to be carried.

## **5. MILEAGE ALLOWANCE**

- 5.1 You may use your own vehicle, but if you choose to use a private vehicle for a journey that could be made on public transport, any expense claim should be limited to the cost of public transport.

- 5.2 Subject to the above, we will pay mileage allowance at HMRC prevailing rates. These are the maximum amounts that can be received free of tax, and limiting payments to these rates obviates Community Action Isle of Wight from reporting mileage allowance on staff members' annual return of expenses and benefits (forms P11D). To further ensure that no tax liability is created, the mileage claimed should be the shorter of the distance between home and destination or Community Action Isle of Wight and destination. Rates are currently as follows:

- (a) **Cars:** 45p per mile for the first 10,000 miles and 25p per mile thereafter
- (b) **Motorcycles:** 24p per mile (unlimited)

- 5.3 Payments for passengers are for fellow staff members who are also undertaking the journey for business purposes. Car sharing with other staff members may well reduce the cost to Community Action Isle of Wight below that of public transport, so staff can take this into account when determining the amount of any mileage claim.

- 5.4 It is highly unlikely that any individual will approach the 10,000 miles threshold, but staff who undertake significant business mileage are required to keep a record of cumulative business miles claimed in each tax year (i.e. from 06 April) and ensure that they do not claim more than the permitted amount.

- 5.5 Community Action Isle of Wight will accept no liability for any damage to private vehicles. Staff should ensure their insurance includes business or occasional business use and also covers business passengers if appropriate. Community Action Isle of Wight reserves the right to refuse permission for staff to use their own vehicles if we believe that insurance cover is not suitable.

## **6. ACCOMMODATION & OTHER OVERNIGHT EXPENSES**

- 6.1 You may, from time to time, be required to travel away from your normal place of work. All accommodation must be approved by the CEO in advance. As

guidance, Community Action Isle of Wight would expect staff members to stay in accommodation of a reasonable quality and cost, but no more than 3-star standard.

- 6.2 Meals would normally be expected to cost no more than £30 for a 24-hour period.
- 6.3 If staying with friends it is acceptable to buy a gift or pay for a meal up to £25 per night.