



# s Policy harity")









tion to expenses incurred by any duties for the Charity). The policy ovees and to ensure that no

comply with this Employees

enses [but if an employee does hay in their discretion to the Charity the amount

ctual expense and it is necessarily ctual expense" means the exact n using a vehicle for travel and ileage rate may be claimed at the

arity sets maximum limits on

e, how and when the Charity will mbursable.

trustees] of the Charity.]

mployee must claim using the is [attached][available [from the nanager] [on the Charity

ase if the Charity Employees ubmitted by the employee to the ] and if receipts are attached.

s line manager and the [Chair of atorl.

ed, and, where VAT is charged

ng less than £<<e.g. 10>>, the without any receipt.

em of expense must be claimed

Charity

<<Nam

# Policy on employees' expenses

This policy applies to every emplo employee in the course of their wo of the Charity is to reimburse all s employee is out of pocket.

The Charity will pay expenses to a Expenses Policy.

[[It is important to the Charity that not wish to receive reimbursemen nevertheless wish to claim their ex received.]]

An expense will only be reimburse incurred by the employee in the co amount incurred rather than a flat the expense of the journey concer applicable rate, current at the time

Expenses must be reasonable, an expenses.

This policy sets out how claims for make reimbursement and the type

[There is a separate expenses pol

## How to claim expenses

In order to be reimbursed with any Charity Employees Expenses Clai Charity Secretary/Administrator][fr website]].

The Charity will only reimburse ex Expenses Claim Form is correctly [employee's line manager] [Charit

A claim will only be paid if it is aut Trustees][any trustee] and [the Ch

[Wherever [reasonably] possible, they should be VAT receipts.]

However, where no receipt is prov Charity may in its discretion reimb

Unless otherwise agreed by the C within two months after it is incurre

How expenses will be reimburs

Unless the Charity has the employ provide those details on their expe be made by the Charity directly in

Payment will be made within [<<e working days] after submission of attached.

## Types of expense claimable

The categories of claimable exper Employees Expenses Claim Form whether an item claimed is for trav travel other than by means of own

The following notes apply to partic other type of expense as well.

### Travel

The expense of any journey is cla carries out their work to any other work.

Public transport (e.g. bus, train), w would be the best value option. Pu advance wherever, and as far as, used where reasonably possible. reimbursement of the price of a se

A private vehicle may be used wh use of a private vehicle would be t permitted if the employee has a fu vehicle (not a hired vehicle), the v date MOT certificate.

If and as required by their insuran their vehicle insurance includes bu beforehand of their intention to us

Taxis should only be used where practically be made available [(e.g of day, public transport is not avai authority beforehand, use of a tax [and a [trustee][the Charity Secret accessibility needs may agree wit Secretary/Administrator] on a gen necessary in view of those needs.

Any single journey or round trip (b more than <<e.g. 100>> miles or t be authorised by the employee's I Secretary/Administrator]] before a

## [Air Travel

Air travel may only be booked or u journey concerned and its cost is er to pay their salary) they must reimbursement of expenses can

> weeks][ <<e.g. ten, twenty>> penses claim form with receipts

at the foot of the Charity as to be completed according to be some other expense (including bus, taxi).

curred but the Table also covers

ce where the employee regularly ), in order to carry out any of their

cal, should be used where that booked off peak and well in hs, offers and discounts should be port may be claimed. No Il be made.

t available or is impractical or if e of a private vehicle is only l, where they are using their own ed and insured and has an up-to-

the employee must ensure that have informed their insurer pose of their work.

neans of transport is or can is not available or due to the time not practicable to obtain such by the employee's line manager oyees with mobility or a [trustee][the Charity be used if that will be reasonably

) on any occasion that will be s of more than £<<e.g. 50>> must ee][the Charity ourney commenced.

any occasion if the particular by the employee's line manager and [the Chair of Trustees [and o authorised in that way, any such approved by the employee's line [any two trustees]. In no circumst

<<Add any further restrictions>>

#### Accommodation

Where, in order to carry out and/onecessary for the employee to be of overnight accommodation (with

Where possible, the employee sh accommodation in advance but if that accommodation booked and

However, no booking for accomm the employee's line manager [and to authorise a proposed booking, day when it would otherwise be n location, standard and cost of the

In each case, the accommodation nightly charge including breakfast the UK>>.

Where overnight accommodation claim up to <<e.g. £40>> for a methe accommodation.

#### Subsistence

If the employee is carrying out an provide [hot and cold] drinks with location for the purposes of their able to provide drinks, the Charity for drinks purchased by the emplo

[On any day when the employee particular day if that is not their re place of carrying out their work, a 4, 5>> hours or the period of work reimburse the employee up to £<

#### **Telephone and Internet**

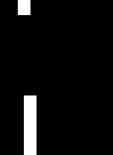
Charges incurred by an employee reimbursed if the calls concerned the bill is provided to the Charity. the extent that their internet use in over and above their allowance u provider.

#### **Personal Information**

The Charity will only collect the in claims in order to process those of for statutory accounting reasons. o trustees]. If y be reimburse of Trustees [ar









o trustees]. If it is not first y be reimbursed if subsequently of Trustees [and one other trustee]] be other than for economy class.]

ng out any of their work, it is ght, the Charity will meet the cost

rity to book and pay for the harity will reimburse the cost of

hless and until it is authorised by trustee]]. In considering a request it will take into account the time of from home, and also the nature, ed.

eakfast, but in any event no 0 in London or £140 elsewhere in

above, the employee may also at the employee is due to arrive at

on of or run by the Charity, it will loyee is required to be at that location where the Charity is not byee up to £<<e.g. 5, 10>> per day

ncluding their home on that th is not their regular or normal nan a continuous period of <<e.g. over lunchtime, the Charity will urchased by the employee].

e in carrying out their work will be bile or landline bill and a copy of be reimbursed to the employee to ork causes them to incur charges he relevant telecommunications

employee in their expenses ormation on record as necessary assed by the Charity to a third party. The Charity will only proce regulations. [For further details, s

### General

This policy was approved by the date>>.

This policy will be reviewed by the [annually][every [two] years].



with current data protection ptection Policy.]

s Audit Committee] on <<insert

's Audit Committee] [at least]