

## 1. Purpose

- 1.1 This Policy provides the governing principles governing expenses incurred by employees of <<insert the name of the Company>> (the "Company").
- 1.2 The Company shall only reimburse expenses which are detailed in, and approved in accordance with, this Policy.
- 1.3 The aims of this Policy are:
  - 1.3.1 to ensure that expenses incurred by employees are reimbursed in a fair and timely manner;
  - 1.3.2 to ensure that the Company complies with its legal and tax obligations;
  - 1.3.3 to prevent conflicts of interest internally and externally including, but not limited to, the Company's suppliers;
  - 1.3.4 to control costs incurred by the Company.

## 2. Expenses

- 2.1 Employees may claim reimbursement for the following approved activities only:
  - 2.1.1 Travel;
  - 2.1.2 Accommodation;
  - 2.1.3 Subsistence;
  - 2.1.4 Entertainment;
  - 2.1.5 Training;
  - 2.1.6 Membership;
  - 2.1.7 Business-related gifts;
  - 2.1.8 [<<insert other activities>>]
- 2.2 If you anticipate an expense is not explicitly covered by this Policy or you are uncertain as to whether you are eligible for reimbursement you should consult with your manager and/or claiming the expense before making the payment [<<insert name of relevant person>>].
- 2.3 Entertainment and expenses incurred in relation to third parties should be treated with care at all times. All employees and associated persons should ensure that they are familiar with, and comply with, the Company's Anti-Bribery and Hospitality & Gifts Policies. Any other expenses incurred in relation to the Company should be treated in accordance with the provisions of the Bribery Act 2010. All employees should ensure that they are familiar with, and comply with, the Company's Anti-Bribery and Hospitality & Gifts Policies.

## 3. Rail Travel Expenses

- 3.1 For all journeys with the following rules apply:
  - 3.1.1 For all journeys of duration e.g. 3 hours>> standard / second class

- 3.1.2 For all journeys of duration e.g. 3 hours>> first class may be used
- 3.2 For all journeys out beginning within the UK and ending outside the UK the f
- 3.2.1 All bookings st be made in consultation with <<insert nam
- 3.2.2 For all jour duration e.g. 3 hours>> standard / second class
- 3.2.3 For all jour duration e.g. 3 hours>> first class may be used

#### 4. **Air Travel Expenses**

- 4.1 Air travel within the only where the destination is not part of the UK main and, Orkney Islands etc.), where air travel is cheaper t permitted rail fare, or with the prior approval of <<insert
- 4.2 For all flights outsi beginning within the UK and ending outside the UK the f
- 4.2.1 All bookings st be made in consultation with <<insert nam
- 4.2.2 For all jour duration e.g. 4 hours>> economy class should
- 4.2.3 For all jour duration e.g. 4 and 6 hours>> premium eco nt) may be used;
- 4.2.4 For all jour duration e.g. 6 hours>> business class (or equ and
- 4.2.5 First class m s where a complimentary upgrade from anothe th the prior approval of <<insert name and jo

#### 5. **Car Travel Expenses**

- 5.1 The following milea employees:
  - 5.1.1 Company ca / mile;
  - 5.1.2 Car allowanc o>> / mile; and
  - 5.1.3 Private car o mile for up to 10,000 miles in each tax year and mileage exceeding 10,000 in each tax year.
- 5.2 Employees shall at e journeys. [Where an employee has been issued w mileage must be reimbursed to the Company at the rate
- 5.3 Employees may no rred on journeys to or from their home and place of with fuel cards, any such mileage shall be deemed to d thus must be reimbursed to the Company as under

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- 5.4 Under no circumstances shall the Company pay any fines arising out of any Road Traffic Act offence.
- 5.5 [The Company shall not be responsible for the servicing of all company cars.] **OR** [Company car allowance shall be payable for arranging the servicing of their company cars. The Company shall not reimburse employees for the costs of servicing company cars unless such costs are commensurate with average servicing costs within the relevant manufacturer's network of the relevant vehicle.]
- 5.6 Car allowance shall not be payable for arranging the servicing of their cars. The Company shall not reimburse employees for the costs of servicing their cars.
6. **Accommodation Expenses**
- 6.1 The Company shall reimburse employees for the reasonable costs of overnight accommodation.
- 6.2 [The Company has no obligation to reimburse employees with <<insert hotel name(s)>>. Whenever it is reasonable and practical to do so, employees must use those hotels.]
- 6.3 Reasonable subsistence limits shall apply to overnight stays. [No set limits apply to claims for meals. Employees are expected to adopt a common-sense approach and the Company will not reimburse employees for any claims deemed to be extravagant or unnecessary.] **OR** [The following limits shall apply to claims for meals:
- 6.3.1 Evening meal = <<insert limit>>;
- 6.3.2 Breakfast = <<insert limit>> and
- 6.3.3 Lunch = up to <<insert limit>>]
- 6.4 Reasonable subsistence limits shall also apply to occasions where an employee is working away from their normal place of work but not on an overnight stay. The following criteria shall apply for such claims to be made:
- 6.4.1 The employee must be <<insert distance>> away from both their normal place of work and home (and may not travel further than <<insert distance>> working in order to qualify to make a claim);
- 6.4.2 The employee must be away from their normal place of work for at least <<insert period>>;
- 6.4.3 For breakfast claims, the employee must have started their journey before <<insert time>> 00>>;
- 6.4.4 For evening meal claims, the employee must still be at the location at <<insert time>> for work purposes after <<insert period, e.g. 10 hours>> must have elapsed.
- 6.5 For subsistence claims, the Company shall not reimburse employees for any such costs which are deemed to be extravagant or unnecessary. **OR** [The following limits shall apply to claims for meals:

- 6.5.1 Evening meal = up to £10.00 per person per evening; and
- 6.5.2 Breakfast = up to £5.00 per person per morning; and
- 6.5.3 Lunch = up to £10.00 per person per day; and
- 6.6 All claims for the cost of travel shall be supported with full receipts.
- 6.7 The Company shall not reimburse any employee for reasonable overnight incidental expenses which may be incurred by an employee, limited to, drinks, newspapers, laundry, and personal care. The following limits shall apply to all claims for such expenses:
- 6.7.1 For overnight travel: £5.00 per person per night; and
- 6.7.2 For overnight accommodation: £10.00 per person per night.
- 7. Entertainment and Hospitality**
- 7.1 The Company shall not reimburse any employee for entertainment and hospitality expenses provided such claim is for the benefit of the Company and not for the benefit of the employee or any third party.
- 7.1.1 Expenses for reasonable entertainment and/or hospitality which is not excessive, in accordance with the practices of other businesses of similar size, and in compliance with the Company's Gifts & Hospitality Policy;
- 7.1.2 Expenses must be clearly stated as for the entertainment and/or hospitality;
- 7.1.3 Expenses must detail the time, date, location, and purpose of the event and/or hospitality; and
- 7.1.4 Expenses must provide the name of the employee (whether the Company or another business) who incurred the expense.
- 7.2 Where the entertainment and/or hospitality is for the benefit of Company employees alone, the expense shall be classified as "Employee Entertainment". Where the entertainment and/or hospitality is for the benefit of third parties including, but not limited to, clients, suppliers, the expense shall be classified as "Hospitality Entertainment". Hospitality Entertainment shall also include the costs of meals where such hospitality is provided to third parties and suppliers of the Company. In cases where Hospitality Entertainment is provided but the number of Company employees present is less than the number of third party persons, the expense shall be classified as "Employee Entertainment".
- 7.3 Where more than one employee is present, it shall be the responsibility of the most senior employee to ensure that all bills are paid.
- 7.4 The Company shall not reimburse any employee for the tax liability arising from the Staff Entertainment including the staff Christmas party which shall incur no tax liability (subject to the employee bearing the tax liability at that level).
- 8. Training Expenses**
- 8.1 The Company shall not reimburse any employee for the costs of any authorisation (in advance, as appropriate) the relevant to a given employee's job

- role.
- 8.2 The costs of travel related to any such training shall be governed by the no business travel and accommodation set out in Clauses 3
9. **Membership of Professional Associations**
- 9.1 The Company shall be associated with employees' membership of professional bodies where such membership is required by law and/or is in the interests of the Company.
- 9.2 In the event that such membership of professional bodies are taxable, the Company shall bear the tax liability for the same.
10. **Personal Expenditure for Business Purposes**
- 10.1 Reasonable telephone costs for business purposes using an employee's personal telephone shall be reimbursed by the Company on submission by the employee of the relevant receipts.
- 10.2 Reasonable personal expenditure for business purposes shall be reimbursed by the Company if such expenditure receives the prior approval of <<insert name and job role>>.
- 10.3 [<<insert further reimbursement details>>]
11. **Claiming Expenses**
- 11.1 Each employee is required to submit carefully completed expense claims to <<insert name and job role>> for a claim to be valid, the employee must submit original receipts for all claimed expenses together with the appropriate completed expense claim form.
- 11.2 Employees must keep all relevant receipts and all completed expense claim forms for a period of <<insert period e.g 3 months>> and may be required to produce them at any time during his/her employment with the Company.
- 11.3 Expenses claims must be submitted <<insert time e.g. no later than the last week of each claim period>>.
- 11.4 If an employee is unable to produce the original receipt for a claimed or incurred expense is eligible for reimbursement, <<insert name and job role>> may require <<insert name and job role>> to provide evidence of the expense.
- 11.5 In the event that a claim is not covered by the policy, the employee who has made the payment/purchase shall bear the cost from personal funds.

**This policy has been approved &**

**Name:** <<Insert Name>>

**Position:** <<Insert Name of Approving Resources Manager>>

**Date:** <<Date>>

**Signature:**

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