
Expenses Policy



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Expenses Policy

1. Introduction

- 1.1. Throughout this document, the term 'staff' applies to permanent, temporary, sessional and volunteer workers.

2. Statement Policy

- 2.1. B3 will reimburse workers any expenses wholly, exclusively and necessarily incurred carrying out the charity's business in accordance with the provisions of the policy and on the condition that the appropriate procedure for the submission of claims is followed.
- 2.2. Many staff employed by B3 will travel as part of their job. The approval of an annual budget recognises that as an organisation there is a requirement for staff to travel and this is reflected in our budget. Workers are expected to exercise appropriate control over expenditure and to keep to a minimum expenses that will have to be reimbursed from charitable funds, but not to do this in a way that may cause avoidable discomfort or compromise their own or others safety. Whenever there is doubt safety considerations are paramount and will take priority over cost.
- 2.3. Where workers have special needs (disability, mobility or special dietary needs) that require these to be addressed in a manner that is not contained in the policy then special provisions may apply.

3. Breach Of Policy

- 3.1. Where workers are found to have made a false claim for expenses or to have authorised any claim knowing it to be false, resulting in a breach of policy, they may be subject to disciplinary action, which could result in the termination of their employment.

4. Self Assessment

- 4.1. Under HMRC's arrangements for self-assessment, individual employees and volunteers are responsible for supplying details relating to their income and taxable gains. Not all employees or volunteers will have to complete a tax return; however, each member of staff should maintain accurate records of their expense claims and information supplied in them.
- 4.2. For the purposes of self-assessment, expenses are viewed as a non-cash benefit and are automatically treated as taxable unless covered by a dispensation granted by HMRC. B3 have been granted a dispensation that covers the majority of expenses mentioned in the policy. Expenses that are not covered by the dispensation are either stipulated in the policy or are excluded from the policy document. Where this is the case, workers will need to make a claim to HMRC stating that any expenses incurred have been done so wholly, exclusively and necessarily in the performance of their duties at work.

5. Travel

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- 5.1.1. Travel expenses for the volunteers are covered for each day they volunteer. These will be paid to volunteers by the nominated staff member before check-out on the day. We reimburse up to £5.00 for travel however the receipt must be dated within 3 days of the said day. If travel exceeds £5.00 reimbursement must be approved by the Service Manager beforehand.
 - 5.1.2. Workers are required to keep travel expenditure to a minimum by utilising the cheapest and most cost effective means possible although personal safety should not be compromised for the sake of cost when travelling on B3 business.
 - 5.1.3. Employed B3 staff members are required to show the starting point of their journey together with the destination and purpose of the travel expenditure. This applies to all journeys including taxi fares.
 - 5.1.4. Volunteers are only required to give an Oyster summary sheet or travel receipt as proof of travel whereas employees must show itemised details.
 - 5.1.5. Workers with weekly/monthly travel cards are not entitled to claim their entire journey. Part reimbursement can be claimed in respect of a journey that extends beyond the area covered by a travel card.
 - 5.1.6. For the purposes of reclaiming travel expenditure, 'receipt' can be interpreted as meaning train, bus or air ticket, paper receipt, bank or credit card statement or mileage claim.
 - 5.2. Journeys to and from home
 - 5.2.1. Staff members are required to travel from home to their normal place of work at their own expense and in their own time. Each member of staff, whose normal place of work is defined, in their contract of employment, as being based at their home address will not incur expenditure for home to work travel, as their place of work is their home.
 - 5.2.2. Where staff are required to attend a meeting at a site away from their normal place of work they will be reimbursed in full for the additional cost of the journey provided they do not have a season ticket that would cover them for the journey.
 - 5.2.3. Volunteers will be reimbursed up to £5.00 for each day they volunteer at B3/BSAFE on the day they work. Similarly volunteers will be reimbursed up to £5.00 for attending weekly B3 meetings (and other work related appointments i.e. supervision) at the end of the meeting. To reclaim this expense a receipt must be dated within 3 days of said day.
 - 5.3. Journeys to meetings from the normal place of work
 - 5.3.1. The full costs incurred through travel to meetings from the normal place of work will be reimbursed following submission of a valid receipt covering the journey. Reimbursement will only be for

additional costs incurred and travel from home to a location nearer than the normal workplace will not be reimbursed.

5.4. Personal Transport vs. Public Transport

- 5.4.1. B3 is keen for workers to consider the environmental implications of the journeys that they make for work purposes and therefore using public transport will often provide the most environmentally friendly means possible.
- 5.4.2. Workers are encouraged to consider using alternative modes of transport to private vehicles, particularly for longer journeys where the cost of a car is likely to exceed the cost of a comparable rail journey. They will need to seek the Service Manager's approval to use their own car.
- 5.4.3. All workers must ensure that their private vehicle insurance covers them for business purposes. B3 will not meet the cost of business insurance as this covered in the allowance.
- 5.4.4. B3's car mileage, motorbike and bicycle allowance rates are attached at Appendix A. It is B3's policy to apply the HMRC mileage rates, which can be found at: www.gov.uk/guidance/rates-and-thresholds-for-employers-2014-to-2015

5.5. Circumstances when use of car, motorbike or taxi would be appropriate:-

- 5.5.1. Where there are no other alternative routes.
- 5.5.2. Where there is a late/evening finish of an event.
- 5.5.3. Where the lack of available public transport and/or taxis or where it would be unreasonable to expect staff to use them.
- 5.5.4. For reasons of personal safety or special need (e.g., disability).
- 5.5.5. Where there is a requirement to transport heavy luggage or valuable material which would make negotiating other means of transportation extremely difficult or dangerous.
- 5.5.6. Where there is an emergency at a time when there is no other means of transport available.
- 5.5.7. Where there would be substantial savings of time.
- 5.5.8. Where the cost is less than or equal to the cost of public transport.
- 5.5.9. To avoid paying the congestion charge.

5.6. Congestion Charging

- 5.6.1. All cars driving into the designated Central London area will be liable for a congestion charge payment. Given that the aim is to reduce congestion within the London area, B3 will actively encourage car

users to avoid driving into Central London on business and will actively encourage the use of alternative transport options, consistent with the above policy. Where staff are required to drive through the congestion charging zone they will need to pay for the charge through one of the advertised mediums and reclaim the cost of this. The reimbursement of the congestion charge will be subject to the usual expense claim process.

- 5.6.2. Staff who choose to drive into the congestion charging zone as part of their normal home to work travel will be personally responsible for the payment of the congestion charging.

5.7. Car Hire

- 5.7.1. Authorisation for car hire will only be given at the Service Manager's discretion.
- 5.7.2. Where authorisation is given, costs should be kept to a minimum by hiring a car that meets the lowest practicable class of car for the journey whilst also meeting the requirements to ensure the journey is completed in safety and by replenishing any fuel used prior to returning the car to avoid excessive rental agency refuelling charges.
- 5.7.3. The B3 insurance policy does not cover hire cars and additional insurance should be arranged, the costs of which will be reimbursed.
- 5.7.4. Where hire cars are used for combined business and personal use, the cost for reimbursement will be pro-rated accordingly.

5.8. Parking Fees

- 5.8.1. The cheapest possible option for incurring parking fees should be chosen at all times. Permission from the Service Manager must be sought beforehand.
- 5.8.2. Car park fees will be reimbursed if supported by appropriate receipts and meter charges will be reimbursed provided that details of date, times and location are provided with the expenses claim form. Parking fees in this context does not refer to the provision of car parking spaces that may go with the occupation of some offices and this issue will be a matter for local consultation.

5.9. Parking Fines

- 5.9.1. Costs associated with parking fines, clamping and recovery charges will under no circumstances be reimbursed. Valet charges will only be reimbursed in exceptional circumstances that have been supported by the Service Manager.
- 5.9.2. Workers who are happy to use their own personal credit card may obtain greater savings using the internet to book their ticket. Where a

group of staff are travelling together, greater savings can be made when a group ticket is purchased.

- 5.9.3. Most trains on main routes are fairly full, even late at night. However, on quieter lines it is worth asking local members and rail staff for advice to avoid unexpectedly being the sole person in a compartment.

5.10. Policies

- 5.10.1. B3 will not provide reimbursement for the purchase of Oyster or other travel cards unless under exceptional circumstances with the permission of the Service Manager. Instead, workers should provide an itemised print-out of the cost of actual journeys incurred for reimbursement.

5.11. Planes

- 5.11.1. The option of flying may work out cheaper than a combination of train/car and hotel, particularly with the increase in the number of low cost flights around the UK. Staff wanting to fly should agree this in advance with the Service Manager before booking as the savings are likely to be obtained when booking online.

5.12. Taxis

- 5.12.1. The full costs incurred when travelling by taxi will be reimbursed following submission of a valid receipt covering the journey. Only licensed minicabs or taxis must be used and staff should never use unlicensed vehicles.

5.13. Training Courses Attendance

- 5.13.1. Workers who are required to attend training courses will be reimbursed for up to £5.00 following submission of valid receipts, subject to the above provisions.

6. Subsistence Allowances

- 6.1. Expenses incurred in the UK by staff when away from home or from their normal office base will be reimbursed based on actual expenditure, substantiated by appropriate receipts.

7. Meal Reimbursements

- 7.1. Staff will be reimbursed on the principle of reasonable out of pocket expenses, necessarily incurred depending upon the context of the meal. Such reimbursement will be limited to a maximum of the HMRC benchmark rates of £5.00 for breakfast and lunch and £15.00 for dinner.
- 7.2. All entertainment costs are to be substantiated by the full itemised bill not just the credit card payment receipt. All claims for entertainment costs must show who was being entertained and for what purpose.

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- 7.3. B3 will not cover the cost of any alcohol purchased. Workers are reminded of their duty to meet the requirements set out in the Drugs and Alcohol Policy.

8. Accommodation

- 8.1. Staff may occasionally be required to stay away overnight. The Service Manager must authorise any overnight stays where costs are expected to be met by B3. Consideration will need to be made to ensure sufficient rest and the opportunity to carry out any work associated with the journey. It may be more cost effective for an overnight stay to be arranged in conjunction with cheaper travel rather than for early morning travel at full cost.
- 8.2. Hotel accommodation should have the following provisions:
- 8.2.1. A private bathroom
 - 8.2.2. Accessibility
 - 8.2.3. A basic meal locally if arriving late
 - 8.2.4. A good standard of hygiene
 - 8.2.5. Proper heating or cooling
- 8.3. Costs associated with the purchase of morning newspapers, bar bills, sports and entertainment will not be reimbursed.
- 8.4. Workers booking their own hotel accommodation should always check whether or not a charity discount is offered.

9. Telephone

- 9.1. Business telephones
- 9.1.1. B3 provides employed staff with individual mobile phones to help them carry out their job more effectively. It also recognises that staff will occasionally need to make private telephone calls from work and that many of the mobile phone networks provide a certain free level of calls. Where private calls are made using B3 facilities the individual must pay for any additional cost involved. There are however two exceptions:
 - There is no charge for a reasonable number of brief local phone calls or calls necessitated by a change of timing due to work
 - People working away overnight can make reasonable personal calls.
 - 9.1.2. Volunteers who travel for 'Buddying' and/or 'Through The Gates' will be provided with a work mobile for that journey or reimbursed for the work related calls made.
- 9.2. Home telephones

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- 9.2.1. Workers are not expected to use their home telephones for business purposes although it may be necessary for them to do so occasionally.
 - 9.2.2. Workers who make essential calls on behalf of B3 will be reimbursed on submission of an appropriate claim form supported by an itemised bill.
 - 9.2.3. As workers are not expected to use their private telephones for business purposes on a regular basis (unless they have been set up as a home-based worker), they will not be entitled to reclaim a percentage of line rental costs.

10. Home Based Staff

- 10.1. Staff working from home will be expected to have in place an office of their own that will support day to day working. In most cases B3 will provide laptops and mobile phones to support home based workers.
- 10.2. Stationery
 - 10.2.1. Home based staff members are entitled to make a claim, based on actual expenditure substantiated by appropriate receipts, in respect of costs incurred as a result of purchasing their own stationery.
 - 10.2.2. Where storage facilities allow, home based staff should liaise with the Service Manager over the possibility of buying stationery supplies in bulk from the charity's regular supplier in order to keep costs to a minimum.
- 10.3. Capital gains tax

Staff who use part of their home as a dedicated work space may find that their capital gains tax liability is affected when they come to sell their house. It is the responsibility of home workers to establish their own position in relation to capital gains tax with HMRC.

11. Eye Tests And Spectacles

- 11.1. In accordance with current health and safety legislation and the Health and Safety Policy B3 will pay for each member of staff that uses a VDU for a large proportion of the working day to have the cost of an annual eye test reimbursed, and where there is a need for frames and lenses specifically for VDU work for the cost of these to be met up to a maximum figure of £75. Full details can be found in the Health and Safety Policy.

12. Professional Subscriptions

- 12.1. Where the role requires as part of the person specification for that post holder to hold membership of a professional body such as the CIPD, ACCA, or ICFM, or nurses as part of their NHS registration, then those staff are entitled to reimbursement for annual subscription costs on the basis that membership is beneficial to the charity in terms of aiding the individual to carry out their duties.

Reimbursement is limited to the membership of one professional body per member of staff and is applicable only to staff on B3 terms and conditions.

- 12.2. Budget holders must ensure that sufficient provisions are included in their departmental budgets to cover professional subscription fees.

13. General Disbursements

- 13.1. Staff members are entitled to receive reimbursement in full for any incidental expenditure that is necessary to enable them to carry out their duties (e.g., stationery items not available). Reimbursement will be made following submission of appropriate receipts.

14. Personal Expenses

- 14.1. Personal expenses such as for child care, clothing, cosmetics etc are not considered to be valid business costs and B3 will not reimburse these.

15. Process For The Approval And Entry Of Expenses

- 15.1. All staff and volunteers are expected to use the forms as per attached. They should complete the forms and ensure that receipts are attached. Staff should note that the actual receipts for goods and services purchased are required. Credit cards slips alone are not sufficient.
- 15.2. Please note that the expense claim forms are for B3 staff and volunteers only, and must not be used by self-employed consultants or those providing services to B3 but employed by other organisations. Where B3 has contracted to pay the expenses of contractors, these should be claimed by way of a purchase invoice.
- 15.3. Signed expense forms are to be passed to the Service Manager for approval. All original paperwork should then be sent to accounts.

16. Approved Allowances Rates (Appendix A)

- 16.1. Mileage Allowance Payments (MAPs) for employees using their own vehicle for business journeys. Type of vehicle & rate per business mile 2014 to 2015 as follows:
- Car – For tax purposes: 45p for the first 10,000 business miles in a tax year, then 25p for each subsequent mile. For NI purposes: 45p for all business miles
 - Motorcycle – 24p for both tax and NI purposes and for all business miles
 - Cycle – 20p for both tax and NI purposes and for all business miles
- 16.2. Passenger payments — cars and vans
- The rate of 5p per passenger per business mile will be paid for carrying a fellow employee(s) in a car or van on journeys which are also work journeys for them. Passengers are not allowed on motorcycles.
- 16.3. Essential car user mileage rates

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- 1400cc or smaller: petrol 14p
 - 1401 to 2000cc: petrol 16p
 - 1600cc or smaller: diesel 11p
 - 1601 to 2000cc: diesel 13p
 - Bigger than 2000cc: petrol 24p and diesel 17p

16.4. Mileage rates cover fuel, depreciation and insurance

17. B3 Expenses Form (Appendix B)

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18. BSAFE Expenses Form (Appendix C)

Name	Date	Amount	Reason	Signature
Total £				
Date:		Staff Member:		