

# STAFF EXPENSES POLICY

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**Reviewed: August 2017**  
**Next review due: August 2020**

## **Staff and Volunteer Reimbursement of Expenses Incurred on BDAT Business**

*The following policy applies to staff of BDAT (Trust Staff) and BDAT Schools*

### **1. Policy**

- 1.1 BDAT will refund the actual travelling and reasonable out of pocket costs incurred by staff and volunteers wholly, exclusively and necessarily incurred in the performance of the duties of their employment.
- 1.2 BDAT will NOT reimburse any expenses relating to private travel (which includes travelling to and from the regular workplace). (Additionally BDAT may pay the reasonable interview expenses of external candidates.) BDAT does not reimburse staff or volunteers for other personal expenses or any fees unless expressly approved through their Contract of Employment.
- 1.3 As a rule, BDAT only pays expenses that are deemed by HM Revenue & Customs (HMRC) to be non-taxable benefits.
- 1.4 Reimbursement of expenses shall normally be made by BACS, using the account which the member of staff or volunteer has specified for payroll purposes.
- 1.5 Claims should be made within two months of the date the expenditure was incurred.
- 1.6 Finance will publish monthly deadlines for payroll amendments and expenses should be submitted prior to this date. Expenses payments shall be made only upon receipt of a properly completed claim, together with supporting documents and vouchers.
- 1.7 All expenses (except mileage rates – see below) must be backed by a VAT receipt or other evidence of payment (e.g. tube and rail tickets). Original receipts (not photocopies) should be provided to substantiate all payments. In the absence of an original receipt, other evidence of the expenditure should be provided, e.g. credit/debit card slip or bank statement, or if none of these are available, a written explanation must be provided to fully explain the expenditure.
- 1.8 All expense claims must be authorised by the staff or volunteer's line manager. Authorisation of any expense is not simply an instruction to pay; it is a representation that the expenditure has been incurred in accordance with BDAT business. Expenses should be input and authorised PS Financials.

### **2 Travel Expenses**

- 2.1 When travelling on BDAT business the most cost effective form of transport available should be used, consistent with the purpose and schedule of the trip. Decisions could be influenced by various factors including group travel, staff time and safety. BDAT will only reimburse the cost of the cheapest appropriate method of travel. BDAT will not fund any overseas travel expenses or expenses incurred by an overseas trip.
- 2.2 BDAT will meet the cost of reasonable out of pocket expenses for which it is not always possible to obtain official receipts or invoices. Examples of these will include, but are not limited to:

- Tube/bus fares
- Parking meters
- Taxi fares (use of tube in London ,however, is encouraged)
- Telephone calls from public call boxes
- Ferry or road toll charges
- Snack/ trolley meals purchased while travelling up to a maximum of £5 per person per instance

Reimbursement will not be made for any fines incurred while on BDAT business.

- 2.3 Train travel other than for local/short distance journeys should be pre-booked wherever possible using the specific accounts operated by the Finance Department. These will be paid directly by BDAT and no personal expense should be incurred. Travel should be by Standard Class and staff and volunteers are encouraged to seek such discounts as may from time to time be available. There may be occasions where it is appropriate and/or cost efficient to travel First Class but this should only be in exceptional circumstances and with the approval of the relevant Executive Director.

### **3. Use of Private Vehicles**

- 3.1 If you use your private vehicle for BDAT business you will be reimbursed at the following HMRC tax free rates. These rates are reviewed and updated regularly by HMRC and the table below indicates the rates effective at May 2016. HR/Payroll will notify changes as they arise.

	Up to £10,000 miles	Over 10,000 miles
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

A separate record of each journey should be kept detailing

- Date of travel
  - Journey undertaken, highlighting from which base to which destination, inclusive of return travel
  - No of miles for each journey
- 3.2 Any staff member or volunteer using his/her car/motor-cycle for business purposes should ensure that the vehicle is adequately insured for the purpose. The standard rate per mile is set having taken into account any additional insurance costs.
- 3.3 Travel to and from your designated place of employment (as determined by your contract of employment) does not qualify for business mileage. HMRC rules state that any payment for the expense of travel (car mileage or fares) to a principal place of employment constitutes a taxable benefit and also that travelling to and then on from the regular workplace should constitute two journeys. Business mileage excludes home to office but travel from home to a business location other than your regular place of employment and return is permissible.

#### 4. Subsistence Expenses

4.1 BDAT will reimburse reasonable costs of meals, only on the production of a valid receipt, incurred while travelling and/or staying overnight as follows:

Breakfast	£10.00 maximum
Lunch	£10.00 maximum
Supper	£20.00 maximum

If you need to leave home before 06.45, you may claim Breakfast and Lunch.

If your travel time means you will not get home before 21.00 you may claim for Supper.

4.2 BDAT will meet the costs of overnight accommodation which is necessitated by travel on behalf of the company. For overnight stays the nightly cost in a hotel should be as cost effective as possible (e.g. Travelodge/Premier Inn etc.) and not exceed £100 per night (£130 for London). These rates will be reviewed from time to time. Hotel deals inclusive of breakfast/and or dinner should be used wherever possible. If it is not possible to source a hotel at these nightly rates, and it is necessary to pay a higher rate, then prior written approval should be obtained from the CEO.

4.3 Where a claim is for meals, it must relate to the business undertaken and indicate whether self or staff and/or volunteers are present (subsistence) or if any third person was present (entertaining).

4.4 Staying with Friends/Family: BDAT recognises that occasionally when overnight accommodation is required, staff will choose to stay with family or friends instead of in a hotel. In such circumstances it is appropriate to compensate your host, up to a value of £25.00 per night. This claim must be supported by receipts in order to be treated as an allowable expense and not a taxable benefit.

#### 5. Entertaining

All business entertaining activities must be approved in advance by your line manager and evidenced by an outcome that delivers value to BDAT.

#### 6. Meetings / Refreshments

Where lunches or refreshments are provided for meetings or in-house training etc. the standard practice shall be to pay or reimburse immediately out of a cash float or by BACS but should a staff member or volunteer stand the cost and claim subsequently, all recipients must be identified by name in the claim.

#### 7. Business Entertaining

7.1 Staff, in the execution of their duties, may be required to entertain customers, suppliers, business contacts or potential customers. The nature of the business, the names and the organisation of the people being entertained must be clearly stated on the expense claim form, or on a supporting document. Please refer to Gifts & Hospitality Policy.

7.2 BDAT will only reimburse the cost of entertaining business contacts on a business occasion where at least one representative of an outside organisation is present. All such recipients of BDAT hospitality must be identified by name and organisation in the claim. At no time will BDAT meet the costs of entertaining relatives or partners.

7.3 The purchase of alcohol for hospitality or celebration will only be deemed acceptable if it is reasonable and proportionate for the occasion. All celebrative events will be assessed by the Director of Finance or Director of Operations for authorisation.

## **8. Home phones and mobile phones**

8.1 The cost of incidental business calls made by staff from their personal phones, whether mobile or landline, are reimbursable upon presentation of an itemised bill, on which the business calls are clearly indicated.

8.2 No rental or service charges are reimbursable.

8.3 For staff and/or volunteers who are identified as 'essential' users – a BDAT mobile phone will be provided under contract to BDAT. Please refer to the Mobile Phone policy.

## **9. Petty Cash**

9.1 Small amounts of incidental expenditure, up to £50, may be reimbursed from petty cash. For staff and/or volunteers based at BDAT offices please refer to the Finance Team.

9.2 Certain items should not be paid via petty cash. These include:

- Staff advances
- Staff travel and subsistence
- Casual workers' wages

9.3 Claims for reimbursement of expenditure through petty cash must be submitted by staff and/or volunteers on a petty cash voucher with supporting receipts attached. In exceptional circumstances, where a receipt is not available, a written explanation of the expenditure can be provided instead.

## **10. Expenses Advance**

10.1 If a member of staff and/or volunteer anticipates incurring expenditure in excess of £50 when engaged in a specific activity, e.g. project activity or event attendance, then the staff member and/or volunteer may apply for an advance to cover the anticipated cost. The request for an advance must be put in writing and approved by the staff member's line manager. Requests must be submitted at least 5 working days in advance to the Finance Team to guarantee availability.

10.2 Expense claims against the advance must be made within 5 working days of return from the activity.

## **11. Miscellaneous**

- 11.1 Unless otherwise specified, Finance will code all items of approved expenditure and post without delay to the accounting system.
- 11.2 Any purchase linked to computers, telephones or high cost items of stationery must not be purchased without prior authorisation as such items are normally purchased centrally by the Finance Department.
- 11.3 No member of staff and/or volunteer shall personally make any loan or advance to a member of staff and/or volunteer on behalf of BDAT.
- 11.4 Finance Dept. staff are required to be aware of the restrictions which are placed by HMRC on payments of travel and other expenses and should check that payments made, wherever possible, do not comprise a taxable benefit. An example of this which is likely to arise is travel to work.

## **12. How to Claim Expenses**

- 12.1 Staff and/or volunteers should use the BDAT expenses claim form. Receipts should be scanned and attached to the claim. The claim should then be sent to the line manager for authorisation. Once authorised by the line manager the expenses will be processed and payment will then be made through the BACS system.
- 12.2 In exceptional circumstances (e.g. if the claimant would suffer personal hardship) the line manager may request that payment is made by cheque, bank transfer or, if less than £50, from petty cash. In these cases a signed and approved expense form should be attached to a completed and authorised payment request form and submitted to the Finance Department (*payment request forms can be requested from the Finance Department, who can supply an electronic template or hard copy form*).

## **13. BDAT Credit Card**

- 13.1 Certain departments and/or individuals may be allocated a company credit card which may facilitate the purchase of items online. Use of the card is covered by a separate policy managed by Finance, who will provide support to card-holders regarding its correct use.