

<b>Policy title</b>	<b>Expenses Policy</b>
<b>Issue date (m/y)</b>	09/2011
<b>Author</b>	Donna Welburn, Operations Manager
<b>Approved by</b>	Laura Cook, Director
<b>Last review</b>	09/2018
<b>Review date (m/y)</b>	07/2019

## Context and /or Aims

The aim of this policy is to ensure staff and suppliers are reimbursed promptly for expenses incurred; and minimise the risk of making incorrect or inappropriate payments and/or incurring employment tax liabilities on such payments.

The policy does not apply to freelancers who are paid on invoice, since this would potentially designate them as employees to be paid via the payroll under deduction of tax. Freelancers paid by invoice are therefore not required to provide receipts although the Operations Director may request them, to minimize the cost of expenses claimed. Freelancers paid by invoice cannot be reimbursed for expenses via a company expenses claim form / People HR app.

The Learning Support Centre will use a hybrid system of electronic and paper expenses forms until September 2019 by which point the format of the all expenses used will be electronic.

## Policy Statement

On occasions, staff incur expenses, most often in relation to travel, and they are entitled to reimbursement when working outside the area they are assigned to work. All expense claims are subject to agreement with the Operations Director or in their absence the Managing Director. There are also obligations on staff not to abuse systems by:

- 'Saving up' travel claims and then seeking urgent payment. Claims should normally be made no more than two months from the date of incurring the expenditure
- Seeking urgent reimbursement where expenditure has been made on a personal credit card
- Obtaining reimbursement through a petty cash float or cheque.

## Requirements for Implementation

- The claimant must sign that the expenditure has been wholly, necessarily and exclusively incurred in performing authorised duties for the the Learning Support Centre Ltd
- Expense claims or invoices for expenses must be authorized by the Operational Director, where the Operational Director is claiming expenses the expenses must be authorized by the Managing Director.
- All expenses apart from mileage claims must be receipted. Ignorance of the expenses policy will not be an acceptable reason for missing receipts.
- Claims received without an explanation of the business being claimed for, the correct authorisation and/or receipts will be returned to the claimant unpaid.
- A copy of an e-mail will be accepted as written authorisation.
- All paper expense forms should be submitted on timesheet submission day to be processed via payroll
- All expenses claims via PeopleHR app should follow the instructions on this [video](#).
- Approved Mileage Allowance Payment is 0.45p per mile. This pence per mileage rate can be claimed for business mileage only. After 10,000 business miles it drops to 25p per mile. The mileage allowance covers, not only the fuel costs, but the cost of business insurance, depreciation and wear and tear whilst staff are using their private car on business. It should also be noted that it is a

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personal allowance and it is cumulative. The clock does not reset to zero if the employee changes their car halfway through a tax year.

- Expenses are not taxable
- Expense claims up to £20 can be claimed via petty cash for short notice expenses. Above £20 expense claims will be paid via BACS direct credit into the bank account into which the employee's salary is paid via payroll. BACS payments will be issued for those not on the payroll e.g. volunteers.

## Related Documents

Disciplinary and Grievance Policy and Procedure