

# PO61 EXPENSES (STAFF) POLICY AND PROCEDURE

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## Policy

### EXPENSES

CVS Falkirk will reimburse you for all legitimate and reasonable expenses incurred by you as a result of carrying out your duties on our behalf. However the following rules apply to any expenses claim:

- All submissions must be on the organisation's DO11 Expenses Claim Form and must be submitted to the Finance Officer by the deadline given by the Finance department.
- All claims must be accompanied by receipts or invoices wherever it is reasonably practicable to obtain a receipt.
- All claims must be submitted as soon as possible after the expense has been incurred by you.
- All expense claims will be paid directly into your bank account on or around the 15<sup>th</sup> of the month with your salary payment.
- Failure to correctly complete a DO11 Expenses Claim Form will result in the form being re-issued to you for correction. This may lead to a delay in your payment.
- Any falsification of the DO11 Expenses Claim Form will be treated in accordance with our PO51 Disciplinary Procedure.
- All travel submissions, including but not limited to car mileage, train or bus fares are paid from home or the office, whichever is the lower.

## Guidance

### TRAVEL

- Travel by train or plane should be booked as far in advance as possible in order to help ensure the cheapest fare is secured.
- When booking travel arrangements, economy or second class must be booked and where possible during off peak periods. All travel arrangements should be made on the basis of best value as well as taking into consideration the safety and well-being of staff.
- Tickets and/or receipts must be kept for the purposes of claiming your expenses.
- Air travel must be authorised by the CEO prior to booking.
- Taxis must only be used as a last resort where public transport is unavailable.
- Where car rental is necessary, you must seek authorisation from the CEO and arrangements will be made by the Finance Officer.

### OVERNIGHT ACCOMMODATION

You must seek authorisation prior to booking. Where a booking is being made through an agency with whom the organisation does not have an account set up, all expenses incurred will be paid for by you initially and claimed back, using the registered receipts and DO11 Expenses Claim Form.

## PO61 EXPENSES (STAFF) POLICY AND PROCEDURE

---

The following hotel bed and breakfast rates are guidelines and they should be considered as maximum amounts and not the norm.

LOCATION	PRICE (£)
Central London	£120 per night
Outwith London	£80 per night

Where you are required to stay away from home on behalf of the organisation, we will reimburse one phone call up to a maximum value of £3.00 per day.

### SUBSISTENCE

When staying away from home on business and meals are not taken in the hotel, a separate restaurant receipt should be obtained and submitted with the expense claim form.

The following rates are guidelines and they should be considered as maximum rates and not the norm. The maximum amount can include an alcoholic drink with the meal.

LOCATION	PRICE (£)
Central London	£25 per meal
Outwith London	£20 per meal

The organisation will not reimburse expenses for lunch at the employees' base office or whilst travelling away from their base office.

The organisation will not reimburse payment for alcoholic refreshments other than one drink (to be a single measure of spirits and a mixer, no more than a pint of beer, or a 125ml glass of house wine) taken with the evening meal.

### MILEAGE

Mileage incurred as a result of you driving on our behalf must be claimed using our DO11 Expenses Claim Form. Mileage is paid at 0.45p per mile for car usage and 0.24p per mile for motorbike usage.

Mileage is calculated as the lower of either from your home or from the main office to the venue and return.

In addition and in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 the following rules apply to you if you use your car on behalf of the organisation or during the course of performing your duties:

- An original copy of your driving licence must be presented to the CEO at the commencement of your employment with us.
- You must immediately report any driving convictions including speeding fines and pending court appearances to the CEO.

## PO61 EXPENSES (STAFF) POLICY AND PROCEDURE

---

- You will notify the CEO with immediate effect if you are prevented from driving by disqualification.
- You will comply with the Health and Safety at Work Act 1974. Any failure on your part to keep an accurate record of your driving time, to ensure you do not drive for excessive periods, will be seen by us as a serious breach of our health and safety rules and could result in disciplinary action being taken.
- Any motor accidents in which you are involved must be reported as soon as possible after the event in the Accident Book, kept at Reception, in compliance with PO1 Accident Policy.
- You must check your vehicle at regular intervals insofar as oil, tyres, water and other relevant component parts (such as wing mirrors, internal mirror, safety belts), which may require attention.
- You will be responsible for:
  - All fines howsoever caused
  - Parking tickets, regardless of location
  - Road Traffic convictions howsoever caused
- You must ensure your vehicle is taxed and roadworthy at all times. Furthermore you must ensure you have a valid insurance policy in place which also covers business use.
- Original copies of your insurance policy must be presented to the CEO annually. A copy will be taken and placed on your personnel records file in order to ensure compliance with this requirement.
- CVS Falkirk reserves the right to periodically, and without prior notice, check your vehicle records with the DVLA database to ensure your vehicle has current road tax.

Related Policies:	PO1 Accident	
Related Documents:	DO11 Expenses Claim Form	
Version:	2.1	
Published:	April 2015	
Review Date:	August 2018	Reviewed: January 2018 due to changes
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