



Expense Claims Policy

Mileage allowances

An allowance for mileage (including bicycles and for carrying car passengers) will be paid to all Friends of X112 employees who use their vehicle or bicycle on approved Friends of X112 business. It is the individual employee's responsibility to ensure that they have adequate insurance to allow them to drive their vehicle for business purposes. Employees will be required to sign a declaration that they are adequately covered for occasional business trips.

No mileage allowance is payable for travel between home and your regular place of work.

The current Inland Revenue mileage rates will be found on the current Expense Claim Form.

Expenses will be reimbursed on submission of a Friends of X112 Expense Claim form and should be submitted monthly (or at least quarterly – at the end of each quarter).

Note: Employees who use a car on Friends of X112's business must ensure that they possess a current driving licence and insurance cover and the expense claim form must be noted with these.

Public Transport for longer distance journeys

Journeys outside the local area should normally be by public transport.

The cheapest available BR fare should be taken and a ticket receipt attached to the Expense Claim form. This may involve booking a ticket in advance of the journey wherever possible.

If staff need to use their vehicles for journeys outside the operational area or surrounding boroughs **they must get prior approval** from their line manager. This will only be given where there are unusual circumstances such as equipment to carry or other passengers. Where permission is given employees are only permitted to claim the equivalent public transport rate.

Subsistence

Meal expenses

Meal expenses will be reimbursed to employees out on approved Friends of X112 business and with prior approval from their line manager. The actual amount spent will be reimbursed up to a maximum as follows:

Breakfast	£.....
Lunch	£.....
Dinner	£.....

A receipt must be attached to the Expense Claim Form

Accommodation

Where accommodation is necessary, employees must seek prior approval from their line manager before a booking is made. A standard single room rate in no more than a 3 star facility should be taken. A receipt must be attached to the Expense Claim Form.

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