

# EXPENSE CLAIM POLICY

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\*All policies should be reviewed at least every three years unless specifically stated otherwise.

## INTRODUCTION

This document sets out the policy and procedures for payment and reimbursement of approved work-related expenses of employees at BELMAS.

It has been developed to assist employees in understanding the rules and circumstances around incurring and payment of approved work-related expenses.

In general, BELMAS will pay for or reimburse employees for reasonable expenses that are directly connected with or pertaining to performing work for BELMAS.

## AIMS

- ✓ To ensure that BELMAS has a fair and transparent process for claiming expenses, where Trustees and employees are neither to lose or gain financially from expenditure on behalf of BELMAS.
- ✓ To ensure that all expense claims by trustees and employees are kept to a manageable amount, where everyone is expected to exercise prudent business judgment regarding expenses covered by this policy.
- ✓ To ensure that the Society are always using their resources efficiently and effectively.

## SCOPE

- ✓ This Policy is for anyone within the organisation who requires reimbursement for expenses e.g. travel, subsistence etc while working on behalf of the charity. This does not include International Travel or Conference Attendance which has a separate form.

# EXPENSE CLAIM TYPES

The following work-related Trustee and employee expenses will be reimbursed by BELMAS as provided.

## LUNCH OR DINNER MEETING EXPENSES

1. BELMAS from time-to-time host lunches/dinners for partners, meetings and Trustee Boards specifically for the purpose of charity business.
2. Any meeting that requires lunch or dinner should not usually exceed the limits below and are subject to pre-approval from the Chair/Executive Officer:
  - ✓ **Lunch £20 per head**
  - ✓ **Evening meal £40 per head**
3. Please note that a full VAT receipt should be obtained. It is acceptable to re-imburse alcohol providing it is part of a meal. Re-imbursement of “entertainment drinks” is not acceptable.
4. The total cost is inclusive of drinks and alcoholic drinks.

## BREAKFAST EXPENSES

5. All employees, trustees and/or volunteers are required to start before 7am, either for travel or for a BELMAS meeting, are able to claim breakfast expenses.
6. Breakfast costs should not usually exceed £10.00 and are subject to pre-approval from the Chair/Executive Officer.

## TRAVEL EXPENSES

7. BELMAS will re-imburse all travel expenses for Trustees and employees who are travelling for the purpose of BELMAS business. This can include but is not limited to:
  - ✓ **Travel by car at the standard rate of 45P per mile.**
  - ✓ **Travel by public transport (train/bus/coach) at the lowest possible fair.**
  - ✓ **Travel by aeroplane (UK only) providing it is cost and time effective against any other form of travel.**

### Travelling by car

8. If a member is travelling by car, they must ensure they have:
  - ✓ **A full driving license.**
  - ✓ **The correct insurance.**
  - ✓ **An in-date MOT certificate.**
  - ✓ **Completed basic pre-travel checks before starting any journey. Guidance can be [found here](#).**

### Travelling by public transport

9. All public transport, including taxis, should be booked with as much notice as possible to ensure the best value for money.
10. Travel should always be standard or economy class where this is an option, unless first class is more cost effective than the other options available.

### Travel by Aeroplane (UK only)

11. In the rare occasion that a member wishes to travel by Aeroplane within the UK, they must write to the Chair explaining the cost and time effectiveness. Once the Chair has approved this form of travel, members must ensure that they:
  - ✓ **Have an in-date passport with at least six months validity.**
  - ✓ **Arrive at the airport with ample time to pass through security and baggage (if required).**
12. There is a separate form and policy for international travel.

### Late home travel expenses

13. To ensure the safety of our people, Trustees and employees who stay back in a workplace environment after usual working hours will be reimbursed for reasonable expense claims covering taxi fare to their home address or hotel.
14. All taxis should only be used where other forms of public transport are impractical or not cost effective.

## HOTELS AND OVERNIGHT ACCOMMODATION

15. BELMAS will reimburse or pre-book hotels for Trustees and employees.
16. Hotels should be booked in advance to reduce cost, should always be an economy room, or the best value within close proximity to the meeting, should have its own private bathroom and may include breakfast.
17. Hotels should usually be 3\* or less (Travelodge/Premier Inn standard).
18. Overnight stays are only usually acceptable if:
  - ✓ **Travel time is longer than three hours each way.**
  - ✓ **There are BELMAS meetings over multiple days either at the same venue or different ones.**
  - ✓ **A meeting is due to start early and/or finish late in the evening.**

## MISCELLANEOUS APPROVED WORK-RELATED EXPENSE CLAIMS

19. BELMAS will reimburse any other work-related expense claims by Trustees and employees provided they have been pre-approved by the Chair/Executive Officer and deemed by BELMAS as reasonable.
20. Examples of miscellaneous expense claims include but are not limited to:
  - ✓ **Essential technology to carry out role e.g. keyboard, mouse, printer**
  - ✓ **Stationary**
  - ✓ **Printer ink or paper**
  - ✓ **Marketing and advertising expenses**
  - ✓ **Training fees**
  - ✓ **Professional membership fees (if not included in employee benefits)**
21. This list isn't exhaustive, and discretion will be applied on a case-by-case basis, e.g., if an expense is required due to the nature of an employee's role.

## MISCELLANEOUS APPROVED WORK-RELATED EXPENSE CLAIMS WITHOUT PRE-APPROVAL

22. BELMAS will consider requests for reimbursement of any other work-related expense claims by Trustees and employees which have been incurred without pre-approval only where:
- ✓ **Pre-approval was not reasonably possible because of exceptional circumstances; and**
  - ✓ **The expenditure is reasonable (as determined solely by BELMAS).**

## CONFERENCE AND INTERNATIONAL TRAVEL

23. There is a separate policy and from specifically designed for attendances not managed or administered by BELMAS. This also includes financial support for international travel.

## ADDITIONAL NEEDS

24. BELMAS is an equal opportunities employer and as such will make flexible arrangements to ensure that all board members and employees can access the same opportunities.
25. BELMAS acknowledges that in some cases, board members or employees with disabilities, hidden disabilities or additional needs may require support that has additional costs to the organisation which includes but is not limited to:
- ✓ **Additional nights' accommodation or accessible rooms;**
  - ✓ **Taxi and transport fares outside of this policy, and not just for late evenings;**
  - ✓ **Flexibility in approach to standard/economy travel to ensure the safest and most comfortable journey; and**
  - ✓ **Financial support for a carer who assists with the management of daily living or travel.**
26. This list is not exhaustive, and we recognise that each individual's needs are different. Therefore, for the avoidance of doubt, we recommend having a confidential conversation with the Executive Officer or Chair of the Board who will provide further support and guidance.

## REIMBURSEMENT PROCESS AND APPROVALS

27. All expenses requiring approval must be submitted in advance to the Chair of the Board/Executive Officer via email with copies of valid VAT receipts.
28. Expenses will not be reimbursed without a valid receipt unless in exceptional circumstances.
29. The Chair of the Board/Executive Officer has discretion to approve reimbursement of expenses above maximum rates set by this policy, provided that authorisation is sought by the Trustee or employee prior to incurring the expense and only if there are exceptional reasons for doing so.
30. Expenses are typically reimbursed into employees bank accounts within 2 weeks of a claim being submitted, providing it's been approved and the necessary receipts are provided.
31. All expenses MUST be claimed within three months of the event taking place and before the end of the BELMAS Financial Year (December 31st).
32. Where an event takes place in December, all expenses MUST be claimed by the end of the second of week of January of the following calendar year.
33. If employees have any questions about expenses or business costs they should contact the Executive Officer for guidance.