



**COPPERWORKS**  
Housing Association

# **Staff Expenses Policy**

**October 2018**

**Date Approved:                      October 2018**

**Next Review Date:                    October 2021**

Introduction

Copperworks Housing Association (CHA) understands that on occasion, employees will incur expenses whilst carrying out their role and must be reimbursed. This policy sets out the expectations and procedure for Copperworks Housing Association reimbursing work related expenses.

## Principles

- Employees of CHA will be neither financially advantaged nor disadvantaged as a result of incurring genuine business expenses.
- Employees will travel to and from their normal place of work in their own time and at their own expense.
- CHA will reimburse costs of any necessary travel made on its behalf, over and above normal travel to work.
- Travel must be by the most cost effective mode of transport, taking into account journey time and route as well as monetary cost.
- Any discount obtained in the course of incurring an expense must be included in any subsequent claim submitted.
- Any breaches of this policy may result in disciplinary action in accordance with CHA's procedures.

## Business Insurance

Employees using their own vehicle for business travel must have their vehicle comprehensively insured and specifically state for business purposes (not just commuting to a single workplace). A copy of the insurance certificate must be provided to the Finance Assistant before travelling for business purposes takes place and expenses are submitted. Thereafter, copies of annual renewal certificates must be submitted. CHA will not accept responsibility for any damage to an employees' car or for injury to the occupants whilst the car is being used for business purposes. CHA will not reimburse employees without evidence of valid insurance. Employees are solely responsible for ensuring the road-worthiness of the vehicle prior to any journey.

## Travelling by Own Vehicle

Where it is cost effective to make a business journey by an employees' own vehicle, a mileage allowance may be claimed as follows:

▪ First 10,000 miles	45p
▪ Per mile thereafter	25p
▪ Passenger per mile	5p
▪ Motorcycles per mile	24p
▪ Bicycles per mile	20p

These rates are reviewed in line with HMRC.

Any expenses claim must detail the number of miles travelled, the destination and the purpose of the journey.

If the employee travels directly to and/or from home, the amount of miles between their home and normal place of work should be deducted from the mileage claimed.

## Travelling by Taxi

Taxis should only be used with authority of the relevant line manager when necessary and before every journey. The Association has an account with a Taxi company which should be used wherever possible. If this is not possible, receipts should be obtained for the fare only and submitted with the expenses claim. CHA will not reimburse any outlay by the employee in terms of a tip to the driver.

## Travelling by Public Transport

Travel by bus, train or other public transport should only be by standard class. Where possible, tickets should be booked in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

## Travelling by Air

Where necessary, air travel is permitted, with prior approval from the Director / Depute Director. Air travel will be refunded at economy class rates only. Where possible, tickets should be booked in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

## Subsistence Allowance

The rates of the allowance are based on an extension to the working day and/or working out with an employees' normal area. It is therefore necessary to detail the start and finish times of each business activity when claiming the allowance.

The amount of subsistence allowance payable will be in accordance with those published by EVH following annual salary negotiations.

## Overnight Subsistence

Where an employee is on official duty for CHA which requires an authorised overnight stay, reasonable expenses will be met by CHA on production of appropriate receipts.

When accommodation costs are not paid in advance by the organisation, employees will have their reasonable actual accommodation expenses refunded for bed and breakfast. It is expected that these will not exceed £100 per night.

Where possible, accommodation should be booked in advance to ensure the best rate possible. The cost of evening meals will also be refunded up to a maximum of £20, upon production of receipts.

## Corrective Eyewear

Where an employee uses VDU equipment for the majority of their role (as stated in CHA's Health & Safety Control Manual), they can claim for a contribution towards corrective eyewear. If further eye tests result in a different prescription being prescribed, the allowance can be claimed again. The allowance can only be claimed on subsequent occasions when there is a change in prescription. Verification of the change in prescription must be submitted with the expenses claim via a letter from the optician that confirms the individual's prescription has changed and they require corrective eyewear for VDU use.

## Miscellaneous Expenses

Occasionally, other reasonable expenses incurred by employees that are not covered in this policy may be refunded by the CHA. Each claim will be considered on its own merits without setting any precedent for the future.

All expenses claims must be submitted using the attached form and accompanied by appropriate receipts, where appropriate to the Association's Director.



## OVERTIME & EXPENSES CLAIM FORM

NAME \_\_\_\_\_

MONTH \_\_\_\_\_

**OVERTIME**

Date	Details of claim	Start Time	Finish Time	Hours claimed	SUBSISTENCE TICK	CHARGE SVHA	CHARGE CHA
<b>Total</b>				<b>0</b>			

TRAVEL EXPENSES

Date of Journey	Destination & Reason			Mileage claimed
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
	Total		0	0

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_