

Louie's Helping Hands

TRAVEL & EXPENSES POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND
SIGN TO THE EFFECT THAT THEY HAVE READ AND
UNDERSTOOD ITS CONTENT**

Louie's Helping Hands

TRAVEL & EXPENSES POLICY

Louie's Helping Hands Charity reimburses staff, trustees and volunteers for expenses incurred whilst carrying out business for the Charity. It is the responsibility of any such person to minimise the costs incurred within the boundaries of the time available and acceptable levels of comfort.

Staff

A. Travel

- Public transport should be used wherever possible rather than the use of a car. First class or business travel should only be used if all other alternatives are unavailable. There should be no differentiation for levels of acceptability related to the grade of staff.
- Where staffs choose to use their own car and there is an acceptable public transport alternative then the expense claim is limited to the equivalent public transport cost rather than mileage.
- The mileage for individual journeys in a private car will be calculated at the current rate of 45p per mile. Where expenditure over £20 is to be incurred on a single trip authorisation from the line manager should be obtained before the expenditure is incurred.

B. Subsistence

- When an overnight stay away from home is unavoidable in the course of business, the cost of accommodation should be agreed beforehand with the line manager and will then be reimbursed. Accommodation should be sought in budget hotels.
- During an overnight stay, the cost of an evening meal will be reimbursed up to a limit of £20 (£40 in London). If breakfast is not included in the price of the accommodation, this may be reimbursed up to the limit of £12. A flat rate for meals cannot be claimed since this would then be taxable, therefore receipts must be obtained.
- If it is a viable option to stay overnight in the house of a friend or relative, then an amount of money will be set aside in order to buy a small thank you gift or to pay for a meal for the host.
- Reimbursement of childcare incurred when required to work outside normal working hours may be claimed subject to prior agreement with the line manager. Receipts are required for any childcare paid.

C. Hospitality and meeting costs

- Paying for meals for guests should be the exception rather than the rule
- Where possible meetings should take place within office hours and expenses other than travel should not be incurred

- When organising a meeting the cost of the room should be taken into consideration.

Trustees

- Louie's Helping Hands trustees travelling to meetings and events on behalf of the Charity may claim for travel expenses and subsistence provided that the requirements stated in sec 1A and 1B are met.
- If travelling in a company car payment will be made at the same rate as the person can claim from his/her employer as long as this does not exceed the Inland Revenue advisory fuel rates.

Volunteers

- Any volunteer travelling to events on behalf of Louie's Helping Hands may claim for travel expenses provided that the travel arrangements meet with the requirements stated in section 1A.
- For volunteers meal costs can also be reimbursed up to a max amount of £10 per day.

Claims Procedure

- To make an expense/travel expense claim the relevant form must always be filled in fully. Forms are available from the Louie's Helping Hands Trustee. Receipts or other proof of expenditure should always be attached to the claim where applicable.
- Claims by staff and volunteers should be authorised by a trustee.
- All claims should be passed to the Treasurer for processing. A claim under £5 can be paid through petty cash; all other claims will be paid by cheque.

This policy was adopted by Louie's Helping Hands	Date: 01 st January 2016
Reviewed on: 22 nd February 2017	Signed: S J Lewellyn
To be reviewed: 22 nd February 2018	