

Expenses Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

September 2014

Review Date: September 2017

Introduction

Compass Disability Services values its employees and volunteers and wants to ensure that there are no barriers to involvement, as such out-of-pocket expenses incurred in the course of an employee or volunteer's role will be reimbursed, including expenses for travel.

Scope

This policy is relevant to all employees and volunteers within Compass Disability Services and its projects. Trustees are included under the term volunteer within this policy.

Policy statement

Expenses are payable to employees and volunteers for activity or involvement as agreed between Compass Disability Services and the individual, e.g. attending meetings as a representative of Compass Disability Services. If an employee or volunteer is unsure whether expenses can be claimed for a particular activity or event, clarification should be sought in advance from their line manager (for staff) or the appropriate member of staff (for volunteers).

The expense is usually paid for by the employee or volunteer and then claimed back from Compass Disability Services, however particularly in the case of volunteers the payment of expenses in arrears will be avoided by:

- Providing transport for meetings from approved companies and being invoiced directly.
- Providing sitting service, communication or access requirements and being invoiced directly.
- Providing refreshments at meetings put on by Compass Disability Services.
- Claiming expenses directly from the event organiser.

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Expense payments will only be made upon the submission of the relevant expenses form with the appropriate ticket, receipt or invoice as appropriate. Expenses may not be paid if relevant supporting receipts are not included with the claim. See expenses procedure for further information.

Where appropriate Compass Disability Services will encourage the use of car sharing and public transport to save costs and support Compass Disability Services Environmental Policy.

Expenses that can be claimed

Travel related expenses, includes but not necessarily restricted to:

- Bus, train and taxi fares
- Mileage expenses at the organisation's standard mileage rate (the current rate will be stated on the travel claim form)
- Parking costs
- Congestion charges necessarily incurred
- Motorway and bridge toll fees where it is considered appropriate (for example to save time).

General expenses, includes but not necessarily restricted to:

- Sundry items purchased for the use of the organisation, e.g. milk for office and meeting room refreshments.
- Costs incurred in entertaining business contacts or service users (for example where a Carer Support Worker has to meet a carer in a café and buy drinks). Only the business costs which are considered necessary will be reimbursed and claims for business entertaining are only acceptable where details are provided such as; names of attendees, who has been entertained, from which organisation and why.
- Overnight accommodation should only be claimed where it is necessary to stay away overnight given the distance or timing of the meeting. Accommodation for attending events must be approved by your line manager in advance. Reasonable accommodation is considered to be a Travel Lodge or equivalent. Subsistence will be paid to include meals not included in your activity/event at the following rates:
 - Breakfast up to £8
 - Lunch up to £8
 - Dinner up to £15
- Where membership of a professional institute is directly related to an employee's job, Compass Disability Services will meet the basic cost of membership. This does not extend to publications, donations to benevolent funds, etc. Employees who are members of more than one professional body may only claim for membership to one of those bodies.

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- Employees whose main daily activity involves use of a VDU may be entitled to claim reimbursement for the costs of an eye test, see the Staff Handbook for further details.

Expenses that cannot be claimed

- Compass Disability Services cannot guarantee free parking at its offices for employees; therefore employees (including remote workers) are not able to reclaim any parking fees incurred for attending the office. (Parking fees incurred by volunteers at the main office are able to be reclaimed).
- Mileage to and from the office for office-based staff is not applicable for reimbursement.
- Subsistence for food/beverages will not be claimable unless the event/activity includes overnight accommodation.
- Compass Disability Services will not reimburse any fines such as:
 - Penalty charge notices, e.g. not paying congestion charge within specified time frame
 - Parking fines
 - Driving offences
- Expenses incurred whilst fundraising on a voluntary basis.

Making a claim

All expense claims must be made using the appropriate form, either:

- Staff travel expenses claim form
- Staff non-travel expenses claim form
- Volunteer expenses form

These forms can be found on the version control log, the responsible member of staff will provide volunteers with the appropriate form.

For employees, expense forms should be completed by the 14th of the month and returned with the relevant receipts, tickets, etc. to your Line Manager who is responsible for getting it to finance by the 18th of the month. Expenses will be paid at the same time as salary payments. If the claim is for less than £15 and not for travel your line manager can sign receipts to authorise immediate payment from petty cash.

For volunteers, if the claim is less than £15 the responsible person will reimburse the individual from the petty cash tin. If the claim is for more than £15 expense forms should be completed within 30 days of the event and returned with the relevant receipts, tickets, etc. to the appropriate member of staff who will be responsible for signing to authorise the claim and passing the claim to the finance department who will then make the payment via electronic bank transfer directly into the bank account of the individual.

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In the absence of an employee's Line Manager or the responsible member of staff, authorisation can be given by the Operations Manager.

Inaccurate and fraudulent expense claims

Compass Disability Services will check mileage claims periodically using online maps and/or route planners. If it is considered that an excessive number of miles has been claimed for a stated journey, Compass Disability Services may query the claim and reserves the right to correct the mileage.

Expense claims that are considered deliberately fraudulent will be considered as theft. In the event that a fraudulent claim is made Compass Disability Services will follow the Disciplinary Procedure and may report the fraud to the police if appropriate.

Policy Review

This policy will be reviewed every three years. Any employee or volunteer can make suggestions or recommendations for improvement, these comments should be passed to the Chief Executive Officer.

Additional Documents

- Expenses procedure
- Staff handbook
- Volunteer handbook
- Staff travel expense form
- Staff non-travel expense form
- Volunteer expense form
- Petty cash procedure
- Environmental policy

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