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**Introduction**

To complete your duties for the Habbibi you might need to travel or incur other expenses for business reasons. This policy details the expenses that will be reimbursed.

Therefore, this policy applies to all temporary workers, employees, agency workers and contractors.

In the event that an expense claim is contemplated in respect of an item not included in this manual, or an employee has a query relating to the payment of expenses under this policy, the matter should be referred in the first instance to the HR department. The Organisation will reimburse to employees the actual cost of allowable, business expenses incurred wholly, exclusively and necessarily in the performance of the duties of their employment. When incurring business expenses, employees are expected to:

* Minimise costs without impairing the efficiency of the organisation
* Avoid unnecessary cost

In general, reimbursement of allowable business expenses will only be made on the production of receipts or invoices.

**Claim App or Form**

Allowable business expenses incurred on behalf of the organisation must be recorded in detail in the expense’s app Xero, available online. Employees need to submit a request to the Operations Manager for a profile to be created for them on the app before any expenses are incurred.

Original receipts or invoices must be attached in app to each individual item claim. Original receipts should be kept by the individual should the finance team request them. Where VAT is chargeable on an expense an appropriate VAT invoice should be obtained from the supplier. Line Managers should ensure that any items of expenditure that give rise to concern should be fully investigated.

In the rare occasion that the app is not working or it is not accessible to an individual, a claim form will be available from the HR department, which will need to be completed. The claim form should only be used as a last resort and all efforts should be made to submit expenses through the expenses app.

Expenses claims passed for payment will be paid by cheque or BACS transfer.

**Deadlines**

Expenses being claimed must be received by the end of the month in which the transaction occurred.

The only exception to this is for low value claims. Expense claims may be accumulated over longer periods provided the total amount claimed is less than £40.

Complete and accurate claims for allowable business expenses received will normally be paid 0n the 10th of each month.

If expenses have to be returned because of incompleteness or missing receipts, this may result in a delay in payment.

Expenses should be submitted within a month of the spend occurring to enable to business to manage costs.

**Business Travel**

Business travel occurs when an employee is required to travel in the performance of the duties of their employment.

All journeys between home and the normal office location are regarded as private travel. A mileage claim will not be valid for the daily journey to work to an employee’s permanent location. Business Mileage can be claimed for a journey from an employee’s permanent location to a specific destination, which is being visited for a reason related to business activity and not from an employee’s home to that destination, unless the distance travelled will be shorter, in which case the actual distance travelled should be claimed.

**Allowable Business Expenses**

Allowable business expenses, for the purposes of employee business expense claims are as described below:

Air Travel

Air travel will be booked via the Head office in Wakefield. In exceptional circumstances, with prior approval from the operations manager in writing, reimbursement of air travel booked directly by an employee may be claimed within an ordinary expense claim form, subject to the following terms:

* Travel is in tourist/economy or equivalent class
* Upgrades to business or equivalent class may only be made if available at no additional cost
* In exceptional circumstances employees may travel in business class or equivalent provided prior approval is granted by an operations manager
* Trading down (i.e., travelling by a lower class in order to claim an extra ticket for an employee’s guest) is not permitted

Rail Travel

Employees are expected to book rail travel through the Head office in Wakefield with as much notice as possible in order to obtain the best possible fares. In exceptional circumstances, with prior approval from the operations manager in writing, reimbursement of rail travel booked directly by an employee may be claimed back, subject to the following terms:

* All employees will travel standard or equivalent class
* Lowest cost alternatives of day return or saver tickets should be used whenever possible
* In exceptional circumstances staff may travel first class provided prior approval is given by an operations manager

Taxis

Travelling employees should avoid the use of taxis unless alternatives are not available or impractical. The use of cost-effective public transport is encouraged whenever possible.

In exceptional circumstances where alternatives are not available, the cost of taxis may be claimed on an expense form and should be supported by receipts.

Taxis should only be used for transport to and from the place of work unless otherwise previously authorised by an operations manager.

Hotel Accommodation

Employees are expected to book hotel accommodation (other than when included in a conference or training package) via the Head office in Wakefield. In exceptional circumstances, with prior approval from the operations manager in writing, reimbursement of hotel accommodation costs may be claimed on an ordinary expense claim form, subject to the following terms:

* Accommodation should be limited to standard rooms with en-suite facilities
* Maximum UK hotel rates per night, inclusive of breakfast and VAT are:

London - £105

Other UK cities - £85

Other UK locations - £75

Travel by Car

Employees who use their own car on organisation business must ensure that they hold a valid licence for the vehicle driven, the vehicle is taxed and that their insurance cover extends to business use. The Organisation reserves the right to inspect the employee’s insurance documentation.

In addition, employees who use their car on organisation business must ensure that it is regularly maintained and undertake a basic safety check of the vehicle (tyres, windscreen etc.) on a regular basis. Current MOT certificates must be held by the employee.

Full details of each journey, including the date, starting point, destination, mileage claimed and reason for travel should be recorded on the claim form.

Subject to the terms above, business travel will be reimbursed at the following rate:

* Employee’s car - 45p per mile for the first 10,000 miles
* Employee’s car 30p per mile Miles over 10,000

A VAT receipt for petrol should be attached to the expense claim to cover the cost of mileage claimed.

Hire cars must be booked via the Head office in Wakefield. In such circumstances, and when organisation vehicles are used, employees may claim the cost of fuel actually purchased. Employees must ensure that the amount of fuel purchased is appropriate to the journey being undertaken. An appropriate receipt must be obtained for petrol purchased.

Toll charges incurred in relation to business travel may be claimed when supported by a receipt.

The organisation will reimburse parking costs for business travel away from home and the employee’s normal place of work when supported by a receipt/ticket. Where the Organisation has negotiated discount parking at regularly visited venues, employees are required to use this parking facility.

**Subsistence/Meals**

Employees may claim the reasonable costs of meals taken in the course of business travel, where it has not been possible to eat in one of the organisation’s establishments, in line with the following guidelines:

* Dinner: The reasonable cost of food and non-alcoholic drink to a limit of £20 (supported by receipts)
* Lunch: The reasonable cost of food and non-alcoholic drink to a limit of £7, only if 50 miles or more from home (supported by receipts)
* Breakfast: The reasonable cost of food and non-alcoholic drink to a limit of £7, only if 50 miles or more from home before 9.00 am (supported by receipts) Claims may not be made in respect of conferences or visits where meals are provided as part of the conference or visit. In some circumstances an operations managers may approve a higher rate than above prior to the event.

**Hospitality and Entertaining**

Business entertainment must only be undertaken with the prior approval of an operations manager. The following information must be shown on the expense claim form and accompanied by the relevant receipt:

* Name of attendees
* Organisation’s attendees represent
* Purpose of entertainment

**Home and Mobile Telephone Calls**

Any employees who are required to make business calls using their home telephone should claim reimbursement of such call costs, by entering the amount to be claimed on their expense claim form. This should be accompanied with a copy of the employee’s monthly phone bill indicating the call charge.

Employees using mobile phones to make business calls should claim reimbursement of such calls, or indicate a fair percentage value to cover business calls, by entering the amount to be claimed on their expense claim form. This should be accompanied with a copy of the employees monthly mobile phone bill indicating the call charge.

**Business Subscriptions**

Allowable subscriptions to professional bodies, associations, networking groups etc. will be paid directly by the Organisation with agreement from the operations manager. However, should the employee leave the organisation, then the organisation at its discretion will make arrangements to be reimbursed for any pro rata fees.

**Non–Allowable Expenditure**

Non-allowable expenditure as detailed below may not be claimed, charged to the organisation or reimbursed to employees in any circumstances or by any method.

* Alcoholic drinks – unless while entertaining when costs should be kept to a reasonable level and approved by an operations manager or more senior manager prior to the event
* Miscellaneous hotel charges i.e., mini bar, alcoholic drinks and snacks, video/TV charges
* Parking fines
* Car repairs
* Credit card interest charges