

Expenses - Staff

Policy Number HR11

Prepared By	HR & Corporate Services
Policy Created	Expenses - Staff
Effective Date	April 2019
Review Date	April 2022
Posted on Website	Yes

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1. Introduction

- 1.1 CVG 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 CVG reimbursing work related expenses.

2. Principles

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

3. Business Insurance

- 3.1 Employees authorised to use their own vehicle for business travel must have their vehicle comprehensively insured and for specifically state for business purposes (not just commuting to a single workplace). A copy of the insurance certificate must be provided to HR & Corporate Services team before travelling for business purposes takes place and expenses are submitted. Thereafter, copies of annual renewal certificates must be submitted. CVG 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. CVG 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.

4. Travelling by Own Vehicle

- 4.1 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.

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

4.3 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.

5. Travelling by Taxi

5.1 Taxis should only be used with authority of your line manager when necessary and before every journey. Receipts should be obtained for the fare only and submitted with the expenses claim. CVG will not reimburse any outlay by the employee in terms of a tip to the driver. CVG has an approved taxi account and details can be obtained from the Corporate Services Department.

6. Travelling by Public Transport

6.1 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.

7. Travelling by Air

7.1 Where necessary, air travel is permitted by your 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.

8. Subsistence Allowance

8.1 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.

Levels of subsistence allowance

- On duty 10 hours plus: £16.85
- 5 – 10 hours outwith area: £10.31

8.2 The rates are reviewed every year as part of salary negotiations and announced thereafter.

8.3 Overnight Subsistence

8.4 Where an employee is on official duty for CVG which requires an authorised overnight stay, reasonable expenses will be met by CVG on production of appropriate receipts. This includes accommodation, breakfast and dinner if required. The value of which will be approved prior by the CEO.

8.5 Where possible, accommodation should be booked in advance to ensure the best rate possible.

9. Corrective Eyewear

- 9.1 Where an employee uses VDU equipment for the majority of their role (as stated in CVG'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.

10 Miscellaneous Expenses

- 10.1 Occasionally, other reasonable expenses incurred by employees that are not covered in this policy may be refunded by the CVG. Each claim will be considered on its own merits without setting any precedent for the future.
- 10.2 All expenses claims must be submitted using the form which can be found: G:\Pro-formas\HR- pro-formas. Claims must be accompanied by appropriate receipts, where appropriate to your line manager

DATE	DETAILS	AMOUNT
TOTAL SUBSISTENCE CLAIMED		£

SECTION 4 – OTHER EXPENSES

DATE	DETAILS – please give full details and in particular any claims not supported by receipt.	AMOUNT
TOTAL OTHER EXPENSES CLAIMED		£

TOTAL VALUE OF CLAIM

SECTION 1 – Mileage	£
SECTION 2 - Other Travel	£
SECTION 3 - Subsistence	£
SECTION 4 - Other expenses	£
TOTAL	£

I certify that the amounts shown were necessarily incurred by

Claim approved by

EXPLANATION NOTES

1. Mileage

Give a description along the following lines:

Date

Details

Purpose of trip

Miles – miles travelled. If travelling straight from home, deduct the amount of miles between your home and the normal place of work.

2. Other Travel & Accommodation costs

Give the date, the purpose of the trip and the costs involved and get receipts wherever possible. This section is for train fares, buses, car parking, hotel bills and the like.

3. Subsistence

Give the date, brief details of why you are claiming (evening meeting etc) and the amount claimed. You need to use a separate line for each subsistence fee you claim.

4. Other Expenses

Use this section for anything not covered above.