

# AGE UK EXETER

## Controlled Document

### Document Name: Expenses Policy

Document Version Number: 4

Agreed by Standards Committee on: 5 February 2018

Approved by Board of Trustees on: 13 March 2018

Review Schedule: Every three years

Next review due: March 2021

Owner (Responsibility): Chief Executive Officer

Pass amendments to: Governance Officer

Revision History: See end of document

Document Location: [www.ageuk.org.uk/exeter/about-us/policiesandguidelines/](http://www.ageuk.org.uk/exeter/about-us/policiesandguidelines/)

## Document Description

Age UK Exeter does not expect its staff or volunteers to be out of pocket in regard to legitimate expenditure incurred as result of their duties on behalf of the Charity.

This policy sets out what expenses can be claimed and how.

## Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every three years by the Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy please contact the Chief Executive Officer on, [info@ageukexeter.org.uk](mailto:info@ageukexeter.org.uk) or at Age UK Exeter, Sycamores, Mount Pleasant Road, Exeter, EX4 7AE, 01392 202092.

## **Expenses Policy**

Age UK Exeter does not expect its staff or volunteers to be out of pocket in regard to legitimate expenditure incurred as result of their duties on behalf of the Charity.

All such expenses must be itemised on the Charity's expenses claim form on a monthly basis and approved by the employee's/volunteer's line manager before passing to the finance department for payment. Receipts for expenditure incurred must be attached in all cases.

### **Travel Expenses**

Staff and volunteer travel expenses are reviewed periodically by the Finance Committee and are currently set at the following rates for the different categories below:

#### **Enabling Service Staff**

- 40p per mile for all non-client contact miles
- 45p per mile all client contact miles that are re-chargeable to clients

#### **Volunteer Drivers whose main role is to transport clients**

- 45p per mile

#### **All other staff and volunteers**

- 40p per mile for car journeys for the first 30 miles of any one journey, and 20p per mile for all subsequent miles.
- 24p per mile for motorbikes.
- 20p per mile for pedal cycles.

Staff can alternatively claim the cost of public transport (taxis may only be used in exceptional circumstances and with the prior approval from your line manager).

Staff cannot claim travel expenses from home to their workplace or their first job if going directly to a client's home. Neither can expenses be paid to return home after the last job of the day.

### **Volunteers**

Volunteers may claim the rates as set out above, but are able to claim from their home to their place of engagement and back again, as well as journeys in between. Mileage can only be claimed for anything within the city boundary, ie if you live outside the city you are unable to claim for mileage from you home to the city boundary.

Other incidental expenses incurred by volunteers, e.g. childcare, will be considered on an individual basis and approval should be sought in advance of being incurred rather than retrospectively.

## Mobile Phones / Private Landline Phones

If you need to use your own phone for work purposes you can claim back the cost by showing relevant calls itemised on your bill or by recording the length of the call and its purpose, on your expenses claim form.

## Enabling Staff – additional guidance

### Coffee or lunch

When coffee or lunch out is an agreed part of your session with someone you may claim a maximum of:

- £2.00 for coffee
- £5.00 for lunch (drink and food)

If you are claiming more than this amount because you and your client pay on alternate weeks, you must make this clear.

### Phone Calls

You should attach a bill to any claim for telephone calls. If you cannot do this, you should record length of call time and who was called, on your Worker Visit List supplement sheet. Whenever possible, try to be precise about the cost of a call – ring your provider.

### Mileage – All

If you have a long gap between clients or between client and staff meeting, we will pay time and mileage as if you had gone directly from one to the other without a gap.

### Mileage - Enabling

You will need to agree with clients, in advance, that they will pay 45p per mile for any trips with them in your car or to fetch things for them. They will also need to pay for any parking charges. Please record this on your supplement sheet. Note that if any clients query as to why they haven't been billed for mileage, Finance will not invoice clients for any mileage until the total is at least £5, or no invoice has been raised for the last 2 months (ie minimum quarterly billing)

## Mileage - staff meetings and training

You will not be able to claim travel time to staff meetings or training **unless** you are travelling directly from a previous job in which case you can claim for travel time. In all situations you can claim for the time at the meeting and mileage to it.

Please note: Any training, supervision or time spent attending meetings needs to be added to your visit list in order for you to be paid for it.

## Parking – All

All clients should pay parking charges at the time of parking.

## Revision History

Revision date	Summary of Changes	Other Comments
October 2014	New policy to meet OQS requirements	
10.11.14	Approved by Board of Trustees	Next review due November 2016
1.2.18	Reviewed by Finance Committee. Minor tweaks.	Recommended to Standards Committee.
5.2.18	Reviewed by Standards Committee.	Recommended to full Board for approval.
13.3.18	Approved by the Board of Trustees	Next review due March 2020
May 19	Amended to clarify mileage outside of the city boundary	Next review due March 21