

Expenses Procedure



Age UK Surrey (AUKS) does not intend that employees should pay for travel or other expenses which are properly incurred on behalf of the charity. Before incurring such expenses however, staff should obtain authority from their manager. Any claim form they submit to the Finance Department must be supported by relevant documentation and authorisation from their Line Manager or Budget holder (where applicable). Documentation includes: receipts, invoices, tickets, parking tickets and credit or debit card slips and locations identified by postcode.

Expenses will only be reimbursed if they are submitted to the finance department on the appropriate claim form within 3 months of the expense being incurred. Forms can be found on STAFF HANDBOOK [Finance Forms](#).

(Note: employees' refers to paid employees, volunteers and Trustees.)

Use of transport

When required to use transport whilst on AUKS business a claim for a refund for mileage, standard rail, coach, taxi and other appropriate travel costs may be claimed as agreed with your line manager in advance. Ideally the most cost economic means of transport should be chosen where practicable. Please also read the AUKS [Car User Policy](#) for use of car for company business and volunteers driving clients and limitations of claims and the Driver section of the Volunteering Policy for volunteer visiting.

Personal Mobiles

Employees whose role requires use of a mobile phone for operational reasons may receive a mobile phone provided by AUKS, if agreed by their Line Manager. If required to use a personal mobile for work use, a claim should be submitted for expenses or a contribution to the running costs of their mobile may be agreed with the Line Manager. Advice on the current rate may be obtained from the Finance Department.

Entertaining and Hospitality

All costs must be agreed with your Line Manager and the Budget Holder in advance of any claim and you must ensure the provision of such hospitality complies with our [Anti-corruption & Bribery & Gifts Policy](#).

Payment

When authorised claims for expenses are submitted by the 10th of each month these will usually be reimbursed by Direct Credit into the nominated bank account by the 25th of that month.

Expenses are paid in arrears and cannot be claimed in advance.

Review - This procedure will be reviewed every three years.

Issue	Date agreed by LT	Reviewed
3	September 2017	July 2022, Dec 2023
4	Dec 2023	