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 **one month** of the expense being incurred. Forms can be found in the Policies and Procedures document library in 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 and the shortest distance should be chosen where practicable. Please also read the AUKS Car User Policy for details on the documentation required and use of cars for company business, volunteers driving clients and limitations of claims. Volunteers to see also the driving section of the Volunteering Policy for volunteer visiting.

Expenses claims for home workers travelling to head office and return are limited to 50 miles.

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. 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

Any costs for entertaining or providing hospitality to staff, a client/s or a supplier MUST be agreed with the Line Manager/Budget Holder in advance of any

expenses claim or supplier invoice eg. Venue and refreshments costs for events, buying lunch for suppliers or staff/volunteer entertaining or meeting refreshments.

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, Feb 2024
4	March 2024	