

EXPENSES PROCEDURE

(In the following 'staff' refers to paid employees and volunteers)

Use of transport

Staff who are required to use transport whilst on Age UK Surrey business will be entitled to claim a refund for mileage, standard rail, coach, taxi and other appropriate travel costs. Their Line Manager will advise them on the method of claiming expenses. All staff must retain the relevant documentation to support any claim.

Personal Mobiles

It is Age UK Surrey's policy that these are not used more than is necessary during working hours. Staff whose post requires them to use a mobile phone for operational reasons may receive a mobile phone provided by Age UK Surrey, if agreed by their Line Manager. If staff need to use their personal mobile for office use, a claim should be submitted for expenses or a contribution to the running costs of their mobile may be agreed with their Line Manager. Advice on the current rate may be obtained from the Finance Department.

Other Expenses

As a general principle, Age UK Surrey does not intend that members of staff should pay for other expenses which are properly incurred on behalf of the charity. Before incurring such expenses however, staff should obtain authority from their manager and any claim form they lodge with the Finance Department should be supported by documentation and be authorised by their Line Manager.

Payment

Staff must ensure that all authorised claims for expenses are submitted by the 10th of each month. These will be reimbursed by Direct Credit into the nominated bank account by the 25th of the following month.

Review

This procedure will be reviewed every three years.