

EXPENSES POLICY

Introduction

This policy supersedes all previous policies and is effective immediately (1st May 2014). The objective of the policy is to provide a fair and clear basis for the reimbursement of volunteers' business expenses. BHPA will reimburse all business expenses properly incurred by you in accordance with this policy. You are expected to use your best endeavours to keep the company's costs to a minimum.

Prior Authorisation

All expenses which you intend to reclaim should be agreed in advance (both in principle and in relation to the amount) with the committee chairman or portfolio holder on whose behalf you are incurring the expense.

Claiming Expenses

Expenses can be claimed in the following areas, subject to the further explanatory notes in the sections below:

- Subsistence
- Travel
- Motor expenses
- Other eg stationery

All expenses must be on the BHPA expense claim forms. Submission of expense forms to accounts must be no later than 14 days after the calendar month end to which they relate but can be submitted on a continuous basis during a month. Late claims may not be paid. Please ensure that you:

- Complete ALL the details on the appropriate expenses claim form, depending on whether they are foreign or domestic expenses.
- Attach all the relevant receipts.
- Give the completed and signed form to accounts.

Reimbursement is subject to the production of valid receipts or invoices, including VAT numbers. Expenses incurred without receipts will not be reimbursed unless approved by the Treasurer.

When claiming expenses from overseas trips the rate of exchange should be taken from: <http://www.oanda.com> or the rate given at the time of purchase.

Payment

- Expenses are paid fortnightly on approximately the 7th and 22nd of each month.

Expenses – Explanatory Notes

You may claim expenses as noted above and in conjunction with the further guidelines below:

Travel

When you claim for travel costs please ensure that you specify the reason for the journey on your expense claim.

When making arrangements please bear in mind that online operators can offer substantial savings.

➤ Taxis

Where it is possible to take public transport you must endeavour to do so. Taxi receipts showing date, journey details and purpose must be provided.

➤ Air Travel

All air travel must be booked at the lowest cost fare having due regard to flight times and ticket flexibility. This may require flying from any commutable airport.

All reservations will be made in your name and booked in 2nd class or economy class. If you wish to "upgrade" to first or business class you may do so at your own expense.

Travel should be booked using the most cost-effective route. This may include staying overnight on a Saturday (bearing in mind relative savings against hotel costs) and booking flights at the last minute or well in advance. It should also be noted that flights booked with at least 14 days' notice can increase the chances of a reduced fare. www.skyscanner.net will allow you to choose the exact date of travel to minimise the fare.

If additional cost is incurred by not flying at the lowest cost suitable fare, you may be liable to pay the difference.

➤ Cars

The reimbursement for use of your personal car for company business is designed to cover running costs, fair wear and tear, and insurance. Details of journeys undertaken should be provided on the expense claim form.

If you use your own vehicle on company business, you are responsible for ensuring that you have adequate insurance cover (please check that your cover includes an appropriate level of business use) and that your vehicle is roadworthy.

In no event will the company be responsible for losses or damage to individuals' vehicles, and expenses incurred as a result of a traffic offence are not reimbursed.

All claims for mileage must be accompanied by a VAT receipt(s) for petrol covering at least the amount of the claim(s). This will allow us to reclaim the VAT element of your mileage payment.

The VAT receipt needs to have a date plus or minus a month of the time of your trip and so please remember to ask the filling station for a VAT receipt from time to time if you regularly claim mileage allowance. If you are not a regular business driver then you will need to remember to get a VAT receipt to accompany your mileage claim next time you fill up after a business trip.

The VAT receipt only has to be for an amount equal to or in excess of your claim. So if your claim is for 50 miles at 40p a mile, (total £20) then a VAT receipt from when you next fill up your car for say £50 is OK.

The mileage rates are changed monthly to reflect changes in fuel prices. Please contact accounts for the current rates.

➤ Rail

You should ensure that you make arrangements as early as possible. Up to 60% savings are available where tickets are booked at least two weeks before travel. Please refer to www.nationalrail.co.uk for conditions and booking numbers.

➤ Miscellaneous Travel:

Personal travel in conjunction with the business travel is permissible so long as: -

- Direct round-trip transportation to and from the city of origin is reported as business travel and any additional transport cost is paid by you.
- All car, hotel and meal expenses unrelated to business travel are paid by you.

Dependent (spouse, partner and/or children) travel in conjunction with your business travel is permissible so long as all personal airfare, meals and any increase in hotel room rates are paid by you.

Hotels and Subsistence

You should use your discretion when booking accommodation. However, we do realise that some foreign countries are more expensive than others. If in doubt about the cost please speak to the person authorising the expenditure.

Should you arrange to stay with a friend or family then BHPA will reimburse you £50.00 per night provided your host gives you a signed and dated receipt stating that he/she provided you with bed and breakfast accommodation at a rate of £50 per night (or local equivalent).

As a guide, daily expenses when travelling should be no more than £20.00 per head per day for meals and sundries. A degree of flexibility is granted to acknowledge international differences.

All reasonable expenses are eligible for reimbursement in accordance with this policy. However receipts are required for all claims.

Reasonable personal telephone calls will be reimbursed up to an overall limit of £2 per night. Receipts will be required.

Non-reimbursable expenses are considered expenses that are not directly business related. Examples include in-room movies, clothing, personal effects, sporting events, personal entertainment, transportation (for shopping, etc.), the use of sport and other facilities (sauna, health club, etc.). Childcare and / or pet care will only be paid in when fully justified, Any expenses outside the established guidelines will not be reimbursed by BHPA and must be paid by you.

Mobile Telephones

BHPA will reimburse the cost of business calls made from personal mobile telephones when claims are submitted with an itemised bill.