

## EXPENSES POLICY

<b>Policy Adopted</b>	March 2015
<b>Last Reviewed</b>	June 2023
<b>Next Review Due</b>	June 2026

Date	Reviewed by	Approved by	Date Accepted by Trustees
June 2020	Operations Manager	Policy Review Group	
June 2023	Finance Team	Policy Review Group	27 <sup>th</sup> June 2023

## 1. Purpose

This policy is intended to provide a clear procedure and set of guidelines for all employees, trustees and volunteers within Triple C (Liverpool) to ensure that they do not inadvertently incur expenses, which we can neither justify nor reimburse. At all times, we need to ensure that our expenditure is relevant to our charitable objectives and can be fully justified. Therefore, all expenses should be reasonable and kept to a minimum.

**Who the policy applies to:** All Triple C employees, trustees and volunteers.

## 2. Principles

- Only actual costs incurred (out-of-pocket) can be reimbursed, expenses do not represent a reward or compensation for loss of time.
- One-off activities likely to incur expenses for employees, trustees and volunteers should be authorised in advance.
- Travel expenses will not be paid for normal journeys from home to volunteering/employment base. If this is a problem, please discuss this further with supervisor or Operations Manager.
- Travel should be by the cheapest and the most cost-effective method.
- The standard car mileage rate for employees, trustees and volunteers is 40p per mile.
- All employees, trustees and volunteers that use their car for work purposes, should ensure that this is a condition listed on their car insurance.
- All expenses are discretionary.

## 3. Process

- All out-of-pocket expenses and mileage should be agreed in advance between claimant and supervisor, as it may be preferable to use petty cash or have company bank card make the purchase.
- All employees, trustees and volunteers must claim expenses by completing the Expenses Claim Form or Mileage Claim Form.
- Only expenses submitted on the relevant form and correctly authorised will be reimbursed.
- Expenses Claim Form - download from Sharepoint. All claims should be made as soon as possible by the end the month that the expenses are incurred. If there is to be more than one expense, collate them and submit for imbursement at the earliest convenience.
- When completing this form, applicants must ensure that all the relevant and required fields are completed. Details should be given of the expense incurred and claims should always be accompanied by invoices or VAT receipts (credit card vouchers are not acceptable). Once completed, the form should be passed to supervisor for authorisation.
- Mileage Claim form – download from Sharepoint should be completed with details of the journeys made, reason and distance in miles. Submit quarterly unless large amount accrued sooner.
- Authorisation will be made by supervisor who will in turn pass to finance to make the payment.
- All expenses will be reimbursed by direct bank transfer where possible only.