



Cumbria Family Support

EXPENSES POLICY

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Expenses Policy

1. Overview and Objectives

This document provides guidelines and establishes procedures for employees incurring travel and related expenses while on Cumbria Family Support (CFS) business.

All reasonable expenses properly incurred while on CFS business will be reimbursed. However, it is advised that the staff member is to ensure that all costs are reasonable, by adhering to CFS guidelines within this policy, if no guidelines are available, please ask for advice from your Line Manager in advance.

The purpose of the following guidelines is to ensure that correct expenses are claimed and reimbursed.

2. Approval

All expenses claim forms must be completed monthly and submitted for authorisation together with the appropriate receipts by the 5th of the following month

3. Supporting Evidence

An expense claim must be supported by original receipts, invoices or similar. Credit card items should be accompanied by an itemised receipt giving full details.

4. Travel Expenses

CFS will pay reasonable costs of necessary travel on behalf of its business, including car park charges and toll road charges. For this purpose the following will not be considered as business travel:

- travel between home and place of work
- other travel which is primarily for private purposes
- travel which is primarily for business purposes but which is substantially the same as travel between home and the permanent workplace

Travel to meetings and between offices should be by the most cost-effective and efficient mode of transport, taking into account journey time as well as cost.

Miles will be calculated as follows:

If your journey begins and ends at the office the exact miles used will be paid

If your journey starts from home and ends at home your total daily mileage less your normal mileage to and from work will be paid

e.g. normal daily mileage to and from home = 15 miles
total mileage in day = 45 miles
total miles to be paid = 30 miles

Only one trip to and from work will be deducted.

If your journey starts at home and finishes at the office, mileage less half your normal mileage to and from work will be paid.

The start and end point of each journey, the purpose of the journey and the total mileage should be stated on expense forms.

5. Motor Car Expenses

Staff should only use their vehicles for business travel if they have the appropriate insurance for that purpose. Staff should adhere to the CFS Driving Policy and a copy of the certificate of insurance must be made available to your Line Manager if requested.

Where it is cost effective to make a business journey by car, claim on mileage allowance is as follows:

- Currently 45p per mile for first 10,000 miles in the tax year
- 25p per mile thereafter
- To encourage car sharing 5p per mile will be paid for each passenger carried
- Travel out of the county of Cumbria will be paid on a petrol only basis

Where a bicycle is used a mileage allowance as follows will be paid:

- 20p per mile

These rates are reviewed annually at the discretion of the management Committee.

Cars used for company business and carrying colleagues are now covered by the No Smoking ban.

CFS will not pay any fines in connection with Road Traffic Act offences. CFS will not reimburse car wash or valet costs unless specifically authorised.

6. Taxi

All staff are expected to use public transport or own vehicles. Taxis should only be used when it is more cost effective to do so or when other transport is not available.

7. Trains

Travel must be by standard class, unless there is a clear business reason to travel in business class or first class. The Line Manager must specifically authorise business or first class travel prior to booking.

8. Subsistence Costs

Subsistence expenses may be paid when employees are away from their normal place of work on duty. Claims for subsistence allowance will be dealt with on an individual basis by the Line Manager and must be agreed in advance.

9. Telephone Related Costs

When a private telephone is used for business calls, employees may claim the cost of business calls quarterly by asking for an itemised bill and highlight the relevant calls.

Staff will be provided with a contract mobile phone which will have an allocated number of minutes, texts and data. Staff should ensure that they do not exceed the allocated amount. They will be responsible for ensuring that the phone is always charged up and available for work use. Telephone usage will be monitored by Line Managers.

10. Cash Advances

Where cash advances are required, an employee must gain authorisation from the Line Manager. Advances should be used for business only and only one advance will be permitted at a time.

Advances must be settled within a calendar month using the standard expenses process.

A cash advance must be cleared before an application is made for another cash advance. CFS reserves the right to recover any outstanding advances from any monies due to the recipient in the event of leaving.

Any out of pocket expenses will be looked at on an individual basis and authorised by the Line Manager.