



# Staff Handbook

## Schedule 1 - Expenses

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## Document History

Title	<Title>: <subtitle>
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## Review Panel

Name	Role
Kate Guilding	Company Secretary
Jo Chadwick	HR

## Change history

#	date	author	comment
0.1	27th Mar 2018	Andrew Martin	Initial version
0.2	10th Aug 2018	Andrew Martin	Updated to include VAT receipts and removed "Line Manager"
0.3	14th Sep 2018	Andrew Martin	Added section "Assigned to Project"
0.4	3rd June 2020	Jo Chadwick	Added section "Purchasing Equipment"
0.5	4th June 2020	Stephanie Borsay	Updated "Reimbursement of expenses" 2.3
0.6	9th Oct 2020	Jo Chadwick	Annual review. Updated "Line Manager" with appropriate role and changed to latest branding/plain English
0.7	7th February 2023	Stephanie Borsay	Updated policy to include all types of expenses and inclusion of electronic request forms
0.8	28th March	Stephanie Borsay	Updated policy to include environmental considerations as advised by the Green Guild.
0.9	28th April	Stephanie Borsay	Update team lunch & social process



## **Schedule 1 Expenses Policy**

### **1. Background**

- 1.1. **This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality as well as requests for Aire Logic to book and purchase trains or hotels directly.**
- 1.2. This policy does not form part of any employee's contract of employment and it may be amended at any time.

### **2. Reimbursement of expenses**

- 2.1. We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or otherwise in breach of this policy may result in disciplinary action.
- 2.2. All requests for expenses must be made using the appropriate electronic form. You may only proceed with the proposed spend upon approval from the cost centre owner. (Either HR, Commercials or Marketing Lead depending on the type and reason for the expense)
- 2.3. Expenses will only be reimbursed if they are:
  - 2.3.1. submitted within 28 days of being incurred;
  - 2.3.2. supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
  - 2.3.3. authorised in advance by the relevant cost centre owner via one of the finance forms.
  - 2.3.4. Any questions about the reimbursement of expenses should be put to your Principal Consultant or Ops lead before you incur the relevant costs.
  - 2.3.5. Once approved you should submit your receipts/evidence for reimbursement via the Dext Expenses App (request your profile from [Accounts@airelogic.com](mailto:Accounts@airelogic.com)). Here are some instructions on how to use Dext. [Link to Dext instructions](#)
  - 2.3.6. Expenses submitted in accordance with the above are reimbursed on the last working day of the month. The cut off for them to be included in the payrun is 3 working days before this.

### **3. Travel Expenses**

To make a travel expense request please use form 1 [Here](#) Your request will be sent to the cost centre owner for approval.

You will be given the option for Aire logic to book the travel for you or to book it yourself and reclaim via Dext.

There are typically four reasons to request / claim a travel expense.

- 1. To attend a promotional event. You must get approval from the Marketing lead before incurring the expense.
- 2. To entertain existing / potential clients /suppliers/staff. You must get approval from the Commercials lead before incurring the expense.
- 3. To visit another Aire Logic office / attend an Aire Logic event. You must get approval from the

HR lead before incurring the expense.

**4.** To attend an event where travel & accommodation will be recharged to the customer. You must get approval from the Client and or Commercials lead in writing before incurring the expense.

- 3.1. We will reimburse the reasonable cost of necessary travel in connection with our business. The method of travel chosen should minimise both the economic and environmental cost of the journey. You should use existing travelcards or season tickets wherever possible. Please refer to further guidance in section 8 below on modes of transport. The following are not treated as travel in connection with our business:
  - 3.1.1. travel between your home and usual place of work;
  - 3.1.2. travel which is mainly for your own purposes.
- 3.2. **Trains** - we will reimburse the cost of standard travel on submission of a VAT receipt. We will reimburse the cost of first class travel for any employees travelling with a physical disability.
- 3.3. **Taxis** - We do not expect you to take a taxi when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together or you have a physical disability. A VAT receipt should be obtained for your expenses claim submission.
- 3.4. **Car** -We will reimburse you per mile for pre approved mileage. If you are travelling with colleagues, please consider sharing your car to reduce your carbon emissions for the journey. Please use **Form 7** [Here](#) to make a claim. The rate per mile will be the current mileage and fuel rate allowed by HMRC.
- 3.5. **Air travel**. We will reimburse pre approved air travel costs. We will always consider the ecological impact of the journey before approving the travel and we will refer to the carbon calculator below always keeping in mind our carbon reduction commitment to achieve net zero by 2030.
- 3.6. **Car parking**. We will reimburse pre approved parking costs when you use your car to travel for business purposes. This includes parking at a train station;. We will not reimburse **penalty fares or fines for parking or driving offences**, other than at our discretion in exceptional circumstances.
- 3.7. We will reimburse interoffice travel costs only where you are visiting a company office that is not your contracted office. The exception to this would be your first day where we will reimburse your travel costs where you have to travel over 100 miles from your home address.

You must not incur the expense or book any travel or accommodation until you have received confirmation from the cost centre lead that you are authorised to do so. This is obtained by completing the necessary form and receiving written confirmation via email that you can proceed.

#### **4. Accommodation and subsistence**

To make an overnight accommodation request please use **Form 1** [Here](#) Your request will be sent to the cost centre owner for approval.

You will be given the option for Aire Logic to make the booking for you or you can book the travel yourself and reclaim via Dext.

There are typically four reasons to request / claim a travel expense.

1. To attend a promotional event. You must get approval from the Marketing lead before incurring the expense.
2. To entertain existing / potential clients /suppliers/staff. You must get approval from the Commercials lead before incurring the expense.
3. To visit another Aire Logic office / attend an Aire Logic event. You must get approval from the HR lead before incurring the expense.
4. To attend an event where travel & accommodation will be recharged to the customer. You must get approval from the Client and or Commercials lead in writing before incurring the expense.
  - 4.1. If you are required to stay away overnight in the course of your duties we will reimburse accommodation subject to an upper limit per night of **£180** (London) or **£150** (outside London), inclusive of breakfast. There may be special circumstances where you are unable to find accommodation within budget, In this case please detail the reasons on the travel request form and your request will be reviewed by the cost centre owner.
  - 4.2. We will reimburse your reasonable out-of-pocket expenses for overnight stays provided they are supported by receipts as follows:
    - 4.2.1. up to a maximum of **£15** a day for breakfast;
    - 4.2.2. up to **£20** a day for lunch, up to **£30** a day for an evening.
    - 4.2.3. We will not reimburse any costs for alcohol unless consumed with a meal and in that case we would only reimburse one alcoholic beverage.
    - 4.2.4. If you are travelling after 6pm then we will reimburse the cost of an evening meal up to **£30**
  - 4.3. If you are attending a company social event that finishes after 9pm in the evening and the event is held over 100 miles from your home address, we may look to expense accommodation for you. This is usually subject to an upper limit of **£150** outside of London or **£180** for inside of London. If you require accommodation for a social event, please contact HR in advance.

The exception to this is where the staff event is being held in the city of an alternative company office to your contracted office.

For example accommodation for a Christmas party in Leeds will be refunded for people whose contracted office is Manchester in line with the above limits.

You must not incur the expense or book any travel or accommodation until you have received confirmation from the cost centre lead that you are authorised to do so. This is obtained by completing the necessary form and receiving written confirmation via email that you can proceed.

## 5. Entertaining

To make an entertainment request please use **Form 2** [Here](#) Your request will be sent to the cost centre owner for approval.

- 5.1. You may entertain actual or prospective clients only where your proposal and an appropriate budget has been approved via the above form. VAT receipts must be submitted in support of your claim.

- 5.2. You must also ensure that the provision of any such hospitality in the circumstances complies with our Anti-Corruption and Bribery Policy.

You must not incur the expense or book anything until you have received confirmation from the cost centre lead that you are authorised to do so. This is obtained by completing the necessary form and receiving written confirmation via email that you can proceed.

## 6. Team lunches, Buddy lunches and Socials

To make a buddy lunch/team lunch or team social request please use **Form 3** [Here](#) Your request will be sent to the cost centre owner for approval.

- 6.1. Monthly team lunches, buddy catch ups and quarterly socials are a chance for Aire Logic staff to relax and socialise together away from the work environment.

Aire Logic will reimburse up to **£20** a head for team lunches and buddy catch ups and **£30** a head for quarterly team socials. We will not allow carry overs.

Team lunches, buddy lunches and socials can go ahead without approval and you should submit the request form with or before you submit your expense claim.

## 7. Purchasing Equipment

If you require any additional equipment in order to work you must request it via **Form 4** [Here](#)  
**Your request will be sent to the cost centre owner for approval.**

- 7.1. Any equipment purchased by the company must be used exclusively for business purposes.
- 7.2. Any reusable equipment such as keyboards, mouse, headsets, computer screens and wires that are required to support working from home will be ordered through the company via the Operations Support Specialist using our company standard equipment list.
- 7.3. If you are working from home we can also purchase a standard desk and or chair for you.
- 7.4. If you require specific equipment not mentioned above to support your working, please contact the Operations Support Specialist This must also be ordered through the company, we will not reimburse you for any equipment purchased.
- 7.5. If you choose to purchase office furniture (desk or chair) yourself, rather than through the company, we can reimburse you up to **£150** for the desk and **£100** for the chair. However this will need to be declared on your P11d and you will be required to pay tax on it.
- 7.6. If you leave the company you will be required to return all the equipment. We reserve the

right to deduct the value of any unreturned equipment from your final pay. Alternatively if you wish to retain the equipment you can purchase it at market value. Please contact the Operations Support Specialist to arrange this.

## **8. Further guidance**

Given Aire Logic's commitment to net zero by 2030, all employees should be mindful of the carbon cost to their modes of transport for business travel. This means the most economical mode of transport may not be the most ecological mode of transport. Here is a carbon calculators for you to use to help make your decision:

<https://www.lner.co.uk/tickets-savings/the-best-way-to-travel/our-commitment-to-the-environment/>