



Expenses Policy

Purpose

This policy implements the recommendation of the Charity Commission that charities have in place a formal expenses policy (or policies) for trustees, staff and volunteers¹.

Scope

This policy applies to all staff and volunteers including trustees.

Context / Background

In February 2010, the Independent Expert Group on Expenses recommended that all charities that pay expenses have in place a formal expenses policy (or policies) for trustees, staff - including the CEO and senior managers – and volunteers (recommendation 5)². This recommendation was agreed by the Charity Commission.

Policy

It is Impetus policy to reimburse staff and volunteers for reasonable expenses necessarily incurred in connection with Impetus. This could include printing, postage, stationery and telephone calls. Staff and volunteers should be neither financially advantaged nor disadvantaged as a result of incurring genuine expenses. It is their responsibility to minimise the costs incurred within the constraints of the time available and acceptable levels of comfort.

As recommended by the Charity Commission, Impetus encourages trustees to claim any expenses they incur in the course of undertaking their duties as trustees. Impetus extends this encouragement to other volunteers and staff. Any discount obtained must be included in any claim.

Travel

Personnel travelling as part of their Impetus volunteering or duties may claim reimbursement of their travel expenses, except that employees may not claim for travel to or from their normal place of work. The Impetus Environment Policy encourages staff, volunteers and trustees to walk or use public transport or bicycles when travelling as part of their job. The most economical means of travel that is reasonably practical should be sought. Travellers by public transport should seek out cheaper fares and use these where practicable. Where people choose to use their own car and there is an acceptable public transport alternative then the expense claim is limited to the equivalent public transport cost if this is less than the mileage allowance.

¹ Charity Commission response to the Report by the Independent Expert Group on Expenses <http://tinyurl.com/charexps10>

² Report of the Independent Expert Group on Expenses: February 2010 <http://tinyurl.com/exprep>

The mileage allowance for individual journeys by private car or bicycle will be calculated at the generally recognised rate. Currently this is the maximum rate allowed by HMRC³ for tax-exempt payments to employees. At the time of writing, this rate is 45p per mile for car⁴ or 20p per mile for bicycle. Parking charges and tolls may be claimed in addition. These are the highest rates that can be recognised as genuine reimbursement of expenses.

Subsistence

When an overnight stay away from home is appropriate in the course of business, the cost of accommodation and food should be agreed beforehand with the line manager and will then be reimbursed. If it is a viable option to stay overnight in the house of a friend or relative, then the cost of a meal will be allowed in order to buy a small thank you gift or to pay for a meal for the host.

A volunteer working away from home for more than four hours in a day or who is required to work across a lunch or dinner period may claim the cost of food up to £5 if food has not been provided.

Meeting Venues

As an alternative to room hire, it can be appropriate to pay for refreshments in a café and claim reimbursement.

Child Care

Reimbursement of child care costs will be paid where practicable, at the manager's discretion. Unfortunately budget constraints limit this.

Authorisation

Authorisation must be obtained in advance for all expenditure. Claims should be supported by receipts whenever possible, otherwise by the best documentary evidence obtainable.

Related Documents

- Environment Policy

Date Approved by Board: 29 March 2011

Last Review Date: August 2013

Next Review Date: August 2015

³ <http://www.hmrc.gov.uk/rates/travel.htm>

⁴ The car rate from 2011-12 is 45p for the first 10,000 business miles in a tax year, then 25p for each subsequent mile.