



# Hale Community Centre

## Expenses Policy

### Introduction

1. This document describes the Hale Community Centre policy as agreed by the Board and procedures relevant to the claiming of expenses incurred in connection with Centre business.
2. The Policy is applicable to claims made by Board Members, staff and volunteers.
- 3.1 When you are required to use your own vehicle for business use, petrol will be paid at HMRC prevailing mileage rate at the time the mileage expenses claim is submitted. These rates are normally reviewed on an annual basis (and can go down as well as up), the current approved rates are as follows:

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p (40p before 2011 to 2012)	25p
Motorcycles	24p	24p
Bikes	20p	20p

- 3.2 The cost of parking, where necessary, will also be reimbursed.
- 3.3 Necessary train travel will be reimbursed at second class rate.
4. Volunteers can claim for travel up to a limit of 12 miles, except where on an agreed training course or other activity.
5. Mobile and other phone costs incurred on company business will also be reimbursed for both staff and volunteers.

### 6. Accommodation

If Board members, volunteers or staff are required to stay away from home overnight as a result of an essential Centre-related journey, the cost of bed and breakfast accommodation will be reimbursed, as agreed.

Where appropriate, the cost of dinner will also be reimbursed as part of the accommodation arrangements. If dinner is not booked as part of the accommodation, the later evening meal subsistence allowance of £20 applies. This is the maximum amount that can be claimed for an evening meal, a receipt will also be required.

## **7. Subsistence**

Subsistence is an allowance made to cover the additional cost of meals / refreshments as a result of having to work away from home or normal area of work.

Subsistence does not include the cost of refreshments required as part of a meeting with either staff or people from external organisations.

No subsistence allowance should be claimed if refreshments are provided as part of the meeting attended or accommodation provided.

When making a claim for subsistence the receipt for the meal (food and drink) whilst travelling or working on Centre business should be produced and the amount reimbursed will be subject to the maximum allowances shown below.

The subsistence allowances are:

Breakfast: up to £5. This is for irregular early starters and where leaving home earlier than usual and before 6.00am on a business journey.

Late evening meal, up to £20 – for irregular late finishers where finishing work later than usual and after 8.00pm.

6. All claims for reimbursement should be itemised in an appropriate invoice and must be accompanied by evidence of payment.

7. Expenses are authorised by the Manager or Chair and sent monthly to the Treasurer to be paid by BACS.

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