



**Craigdale**  
HOUSING ASSOCIATION

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## Staff Expenses Policy

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**Date of Review: 16.04.21**

**Date of Approval: 26.04.21**

**Date of Next Review: 2024**

**Craigdale Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.**

## 1.0 Introduction

- 1.1 Craigdale Housing Association understands that on occasion, employees will incur expenses whilst carrying out their role and must be reimbursed. This policy sets out the expectations and procedure for Craigdale Housing Association reimbursing work related expenses.

## 2.0 Principles

- Employees of Craigdale Housing Association will be neither financially advantaged nor disadvantaged as a result of incurring genuine business expenses.
- Employees' will travel to and from their normal place of work in their own time and at their own expense.
- Craigdale Housing Association will reimburse costs of any necessary travel made on its behalf, over and above normal travel to work.
- Travel must be by the most cost effective mode of transport, taking into account journey time and route as well as monetary cost.
- Any discount obtained in the course of incurring an expense must be included in any subsequent claim submitted.
- Any breeches of this policy may result in disciplinary action in accordance with Craigdale Housing Association's procedures.

## 3.0 Business Insurance

- 3.1 Employees using their own vehicle for business travel must have their vehicle comprehensively insured and for specifically state for business purposes (not just commuting to a single workplace). A copy of the insurance certificate must be provided to the Chief Executive Officer before travelling for business purposes takes place and expenses are submitted. Thereafter, copies of annual renewal certificates must be submitted. Craigdale Housing Association will not accept responsibility for any damage to an employees' car or for injury to the occupants whilst the car is being used for business purposes. Craigdale Housing Association will not reimburse employees without evidence of valid insurance. Employees are solely responsible for ensuring the road-worthiness of the vehicle prior to any journey.

## 4.0 Travelling by Own Vehicle

- 4.1 Where it is cost effective to make a business journey by an employees' own vehicle, a mileage allowance may be claimed as follows:

First 10,000 miles	0.45p
Per mile thereafter	0.25p
Passenger per mile	0.05p
Motorcycles per mile	0.24p
Bicycles per mile	0.20p

These rates are reviewed in line with HMRC.

- 4.2 Any expenses claim must detail the number of miles travelled, the destination and the purpose of the journey.
- 4.3 If the employee travels directly to and/or from home, the amount of miles between their home and normal place of work should be deducted from the mileage claimed.

## 5.0 Travelling by Taxi

- 5.1 Taxis should only be used with authority of your line manager when necessary and before every journey. Receipts should be obtained for the fare only and submitted with the expenses claim. Craigdale Housing Association will not reimburse any outlay by the employee in terms of a tip to the driver.

## 6.0 Travelling by Public Transport

- 6.1 Travel by bus, train or other public transport should only be by standard class. Where possible, tickets should be booked in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

## 7.0 Travelling by Air

- 7.1 Where necessary, air travel is permitted by the Chief Executive Office. Air travel will be refunded at economy class rates only. Where possible, tickets should be booked in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

## 8.0 Subsistence Allowance

- 8.1 The rates of the allowance are based on an extension to the working day and/or working out with an employees' normal area. It is therefore necessary to detail the start and finish times of each business activity when claiming the allowance.

### **Levels of subsistence allowance (1<sup>st</sup> April 2021)**

1. On duty 10 hours plus £17.26
2. 5-10 hours out with area £10.56

- 8.2 The rates are reviewed every year as part of salary negotiations and announced thereafter.

## 9.0 Overnight Subsistence

- 9.1 Where an employee is on official duty for Craigdale Housing Association which requires an authorised overnight stay, reasonable expenses will be met by Craigdale Housing Association on production of appropriate receipts. This includes accommodation and breakfast up to a maximum value of £150.00
- 9.2 Where possible, accommodation should be booked in advance to ensure the best rate possible. The cost of evening meals and soft drinks will also be refunded up to a maximum of £25.00.

- 9.3 When accommodation and/or meals are provided as part of an overnight stay for a meeting or event, it is not possible to claim a subsistence allowance. This usually applies to external training, meetings and conferences.

## **10.0 Corrective Eyewear**

- 10.1 Where an employee uses VDU equipment for the majority of their role (as stated in Craigdale Housing Association's Health & Safety Control Manual), they can claim for a contribution towards corrective eyewear. If further eye tests result in a different prescription being prescribed, the allowance can be claimed again. The allowance can only be claimed on subsequent occasions when there is a change in prescription. Verification of the change in prescription must be submitted with the expenses claim via a letter from the optician that confirms the individual's prescription has changed and they require corrective eyewear for VDU use.

## **11.0 Miscellaneous Expenses**

- 11.1 Occasionally, other reasonable expenses incurred by employees that are not covered in this policy may be refunded by the Craigdale Housing Association. Each claim will be considered on its own merits without setting any precedent for the future.
- 11.2 All expenses claims must be submitted using the attached form and accompanied by appropriate receipts, where appropriate to Chief Executive Office.

## **17.0 Equal Opportunities**

- 17.1 The Association is committed to ensuring equal opportunities and fair treatment for all people in its work.
- 17.2 In implementing this policy, our commitment to equal opportunities and fairness will apply irrespective of factors such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

## **15.0 Review**

- 15.1 This policy will be reviewed as necessary every 3 years in line with relevant legislation and/or best practice or earlier if required.

**STAFF EXPENSES CLAIM FORM**

<b>NAME:</b>	
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Date	Description of journey/ Reason for claim	Overtime Mins/Hours	Over Night Allowance			Mileage £0.45p	Subsistence £17.26	First Aid £478.00	Misc. Glasses £95.22
			START	FINISH	TOTAL				
<b>TOTAL</b>									

I certify that the amounts shown were necessarily incurred by me in the course of my duties over the periods shown.

<b>SIGNED:</b>		<b>DATE:</b>	
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<b>AUTHORISED BY:</b>		<b>DATE:</b>	
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## EXPLANATION NOTES

### 1. Mileage

Give a description along the following lines:

- Date
- Details
- Purpose of trip
- Miles – miles travelled. If travelling straight from home, deduct the amount of miles between your home and the normal place of work.

### 2. Other Travel & Accommodation costs

Give the date, the purpose of the trip and the costs involved and get receipts wherever possible. This section is for train fares, buses, car parking, hotel bills and the like.

### 3. Subsistence

Give the date, brief details of why you are claiming (evening meeting etc.) and the amount claimed. You need to use a separate line for each subsistence fee you claim.

### 4. Other Expenses

Use this section for anything not covered above.