**Expenses for AWPF Staff members**

|  |
| --- |
| Agreed by onJohn Thomas 7.11.18Bryan Collis 7.11.18Date for next check: November 2020 |

It may cost you money to carry out business for All Wales People First (AWPF).

This is called **expenses**.

You can ask AWPF to pay you back for any expenses incurred.

For example, mileage, parking, train travel or subsistence costs.

AWPF will reimburse employees for all charges and expenses necessary for the satisfactory fulfilment of their job.

Expenses will only be reimbursed for carrying out AWPF business.

Travel costs can only be claimed for journeys undertaken whilst on agreed AWPF business.

**What are expenses**

Expenses can include:

* travel to meetings/events - such as mileage, parking or public transport costs
* a meal if you are away for a meal time
* staying overnight, if your line manage agrees you need to
* postage
* phone calls made using your personal phone/mobile
* Ad hoc expenses, such as items of stationery – single items over £20 should be approved by the Business & Finance manager

**We will not pay you if you:**

* spend too much on meals or hotels
* spend too much on travel
* Don’t keep receipts as evidence of the expenditure

**Before** you spend money:

* Check how much you can spend on a meal, hotel or travel

**How to claim expenses**

You can ask us to book trains or hotels for you.

If you spend your own money, you **must** keep all the receipts.

You have 3 months to fill in an expenses claim form.

Please:

* staple the receipts to the form
* Send the form to the business & finance manager for processing

**Travel expenses**

Travel to and from your usual office base (for example your home, for home workers) will be reimbursed for carrying out AWPF business.

This includes:

* Mileage when using your own car, paid at 45p per mile
* Parking costs
* Public transport costs – such as standard rail travel or bus tickets
* Short taxi journeys, for example, when getting to and from public transport locations
* Longer taxi journeys must be pre-authorised by the Business & Finance manager
* Hire cars may be used if it proves more cost effective. Prior approval must be obtained from the Business & Finance Manager

AWPF will not reimburse the cost of penalty notices or endorsements, such as parking tickets or speeding fines.

Staff are encouraged to drive safely and park sensibly, within the law.

**Subsistence**

Subsistence will be covered in line with the following limits:

* Breakfast up to £8, if you are away from home in the morning conducting AWPF business
* Lunch up to £10, providing you are conducting AWPF business throughout your normal lunchtime
* An evening meal up to £20, providing you are conducting AWPF business throughout your normal dinner time, or staying overnight
* No alcohol will be reimbursed, regardless of cost. Alcohol is not regarded as a legitimate business expense.
* Reasonable refreshments will be covered, such as drinks and snacks if you are out on AWPF business all day.

**Hotels/accommodation**

You may be required to stay away overnight while conducting AWPF business.

You may need to stay away overnight if you have an early meeting to get to and travelling that day is not feasible.

In both instances accommodation should be agreed with your line manager or the Business & Finance manager.

Reasonable accommodation costs will be covered depending on your location, in line with the following guidelines:

* London, up to £120 per night
* Other UK cities, up to £90 per night
* Wales, up to £80 per night
* All other UK areas, up to £80 per night

We may be able to pay more for accommodation in exceptional circumstances.

This should be approved by your line manager or the Business & Finance manager.

If you have any queries regarding expenses you should discuss these with your line manager or the Business & Finance Manager.