



EXPENSES POLICY

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Haines Business Systems Ltd
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Introduction

It is a general policy that no member of staff should be out of pocket when carrying out company business. Whenever possible, general expenses – such as hotels, travel, etc. – should be arranged and paid for directly by the company. However, from time to time it may be necessary for employees themselves to pay for goods and services and these should be claimed back from the company in accordance with this policy.

Procedure for Claiming Expenses

All expenses must be claimed using an approved claim form, which is available from your manager. Claims must be countersigned by an appropriate manager. Wherever possible, claims should be made on a monthly basis. Payments will be made to the individual with their salary or wage payment, although payments by cheque or cash are also possible (but this must be agreed with the manager). All claims (with the exception of mileage) must be accompanied by a valid receipt. Where a receipt was not obtained or issued, you must inform your manager when making the claim and clearly state this on the claim form.

What Can be Claimed

The following can be claimed back (although this is not an exhaustive list). Approval to claim items not covered in this list, or outlined elsewhere in the company's policies, should be sought from your manager before submitting the claim.

- Mileage in accordance with the company travel policy. The rates paid are listed, below (the rates are in accordance with HM Revenue and Customs rates – UK only):
 - 40p per mile for the first 10,000 business miles for users of a private motor car.
 - 25p per mile thereafter, for drivers of a private motor vehicle.
 - Xp per mile for drivers of a company-issued car.
- Mileage should be calculated from the starting point of the journey. Wherever possible, you should aim to