

Staff Expenses Policy

This document is relevant to:	
Staff	✓

Purpose

Dorset Mind recognises that staff may occasionally need to pay for stationery, telephone calls etc from their own personal money and this will be reimbursed in accordance with the following policy.

Dorset Mind recognises that members of staff will sometimes have to travel in connection with their work. It is the policy of Dorset Mind that costs incurred as a result of travelling in connection with Dorset Mind business, including the use of privately owned cars and motorcycles, will be reimbursed in accordance with the following policy.

Policy

Approved Expenditure

Dorset Mind will reimburse approved expenditure (for example purchase of stationery, telephone calls from home telephone, group mobile phone top-ups) paid for personally by staff. Approval for sundries (eg stationery) can be given by your line manager up to a maximum of £40. Claimants must sign a declaration that any expenditure was necessarily incurred while on Dorset Mind's business.

Travel from home address to work (ordinary commuting)

No costs incurred in travel between the home address of a staff member and their workplace address (usually Head Office, Dorset Mind) will be reimbursed. For employees who travel to work from home to a different address, eg a church hall where a Dorset Mind service is to be run, then travel expenses can only be claimed if the mileage would be greater than if they were travelling to the workplace address (usually Head Office, Dorset Mind). In this case the mileage from the home address to the workplace address (usually Head Office, Dorset Mind) should be deducted from the travel mileage before claiming. This rule will normally apply to the first and last journey of the day.

Business journeys

Business journeys are either:

- journeys that are part of your duties, eg attending a CMHT meeting
- journeys you have to make to get to a temporary workplace, eg covering for another Group Facilitator.

Where attendance at a meeting is agreed with the line manager as necessary in order for the staff member to carry out their duties then travel expenses may be claimed for the full journey.

Where a Group Facilitator is asked by a manager to cover for a colleague, and so travelling to a temporary workplace, then travel expenses may be claimed for the full journey.

Parking

Payment for parking costs at venues other than Dorset Mind Offices (permanent workplace) will be met but staff members should make efforts to minimise these by finding suitable places to park free of charge where practicable.

Attendance at a course, conference or similar

All costs to be incurred in connection with the event should be estimated by the staff member in advance and agreed with the line manager. The total cost of the event will be a consideration in the decision to authorise attendance or not.

Where attendance at a course, conference etc. is agreed with the line manager as necessary in order for the staff member to carry out their duties then the agreed costs of travel, accommodation and subsistence will be reimbursed.

Journeys should be planned well in advance wherever possible in order to take advantage of the most economical means of travel which should be by the cheapest practicable means which will usually be second class coach or rail but may be plane.

Taxi journeys should be avoided where possible but will be necessary on occasions. Whilst difficult to estimate accurately, consideration of the length of necessary taxi journeys should be included in the assessment of the costs of the event and in the decision regarding which method of travel should be used. Receipts for taxi journeys must be produced.

Where journeys are not practicable by public transport and are in excess of 100 miles, consideration should be given to hiring a car. Costs involved should be assessed and compared to private car travel and the latter should only be authorised if it is the cheaper option.

Bed and breakfast accommodation should be modest but comfortable and reasonably close to the event venue, taking account of the method of travel. Several internet search facilities enable an indication of accommodation costs in a particular area to be gained. No accommodation will be booked without the authorisation of the line manager. Line Managers will check with the Finance Officer to establish current maximum rates.

Car / Motorcycle Documents

Employees who use a private car or motor cycle on Dorset Mind business must ensure that copies of their driving licence, insurance certificate and MOT certificate where necessary are given to their line manager to be placed on their personnel file. It is the individual employee's responsibility to ensure that they have adequate insurance to allow them to drive their vehicle for business purposes and also that the vehicle has both current tax and an MOT certificate if applicable. The Finance Officer will advise on the current mileage rates for cars, motor cycles and bicycles.

Receipts

Receipts, rail or bus tickets or other proof of expenditure such as 'Pay & Display' parking tickets, should be obtained for all expenditure which is the subject of a claim for expenses other than mileage claims. Line managers authorising expenses should monitor the production of receipts. Checks may be made to ensure that expense has genuinely been incurred.

All expense claims incurred as a part of routine duties should be monitored by the authorising signatory and any concerns should be discussed with the staff member at an early stage.

Claiming Expenses

All claims for expenses should be submitted to your line manager on a Dorset Mind expense claim form and original receipts and tickets should be attached to it.

Your claim should explain why the expense has been incurred.

Car parking fees will be paid against a ticket or voucher.

Claims should be submitted by the end of the month wherever possible.

No claims will be processed unless authorised in writing by the line manager.

Responsibilities

The Chief Executive is responsible for managing this policy and overseeing its implementation. Managers are responsible for implementing the policy within their areas of work, and for overseeing adherence by staff. Every member of staff should take personal responsibility for conforming to it.

Associated Policies and Procedures

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The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy

Policy Ownership

Policy Name	Version	Doc ref
Staff Expenses Policy	1.0	Staff Expenses Policy

Policy Owner	Chair of Trustees
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Approval Status

Date adopted by Trustees	January 2016		
Date published	January 2016	Date for next review	January 2018

Consult the Dorset Mind website for the latest version of this policy.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
Mandy Nicholson	Staff
Claire Wait	Trustee

Change History

Issue	Date	Author	Reason
1.0	Jan 16	Chris Price	New policy