

# Staff Expenses Policy

## INTRODUCTION

1. Staff may incur expenses in carrying out Healthwatch Rutland work and activities. This policy sets out what expenses may be claimed, and what evidence and authorisation is needed to support a claim.
2. Any claims that are likely to be substantial or are unusual in nature should be approved before any expenses are incurred.

## CLAIMING EXPENSES

3. Expenses may be claimed for travel, refreshments and, where appropriate, accommodation.
4. Payment is normally by bank transfer or cheque.
5. Claim forms should be submitted before the 6<sup>th</sup> of the month for payment that month. All claims received after the 6<sup>th</sup> will be paid the following month.
6. If you need the money to cover your expenses beforehand, an advance can be arranged.

## TRAVEL

7. Claimants should use the cheapest form of travel reasonably available. This may include walking or cycling.
8. When you are using other forms of transport, Healthwatch Rutland encourages you to use public transport where available, and to share the use of cars if possible. We will assume that when people have concessions for public transport they will make use of them.
9. Forms of Travel:
  - Rail. You are expected to use the cheapest ticket available for your journey. This may be a special offer, or special rate for specific times. The ticket, or a receipt for the ticket, must be attached to the claim form.
  - Bus. The ticket must be attached to the claim form.
  - Taxi. Taxis must only be used when:
    - Public transport is not available, or
    - If you are not able to use public transport because of items being carried
    - A receipt must be attached to the claim form.
  - Own transport. If using a car or motorcycle to attend meetings, or to get involved in Healthwatch work, you must:
    - Have a valid driving licence
    - Be appropriately insured
    - Have taxed your vehicle
    - Have an MOT Certificate, if required
10. Mileage Rates:
  - Car: 45p per mile
  - Motorcycle: 24p per mile
  - Bicycle: 20p per mile

You will need to fill in a claim form stating the starting point and destination for your journey, and how many miles travelled. Staff may claim from home if not visiting the office on route to or from the destination, but otherwise should claim from the office.

## **CAR PARKING**

11. Claims for car parking, where necessarily incurred, should be accompanied by a receipt when possible. Parking or clamping fines will not be paid.

## **REFRESHMENTS**

12. If attending a full day event at which refreshments and food are not provided, staff may claim:
  - Over 3 hours but less than 4 hours - £2
  - Over 4 hours but less than 8 hours – a lunch allowance of up to £6
  - Over 8 hours – a further meal allowance of up to £6

## **COMPLETING THE CLAIM FORM**

13. All claims must be made on the official Healthwatch Rutland Expenses Claim Form. They must be accurate, and must be supported by receipts where available.
14. Claims by office staff must be approved by the Chief Executive Officer, or in his/ her absence, by a designated Member of the Board.
15. Claims by the Chief Executive Officer must be approved by the Chair, or by a designated Member of the Board.
16. Claims should normally be submitted within one month. Healthwatch Rutland maintains the right not to pay claims submitted more than 3 months after the event.