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## Staff Expenses Policy

Staff members may claim for any expenses incurred in pursuance of Foresight business at the current rate approved by the board, however, this does not include social activities.

The reimbursement of expenses is to help meet our commitment to offering equal opportunities to all, expenses incurred as part of the trustee/staff/volunteer activity should be reimbursed. Expenses should be built into all funding applications or budgets as part of the regular costs of a volunteer programme.

Expenses can include:

- Travel to and from the place (please notes below)
- Travel whilst working
- Meals taken whilst working (all day)
- Postage, phone calls, stationery etc.
- Cost of protective clothing/special equipment etc.

### **General Travel**

Travel should be planned as far as possible in advance to take advantage of cheaper fares and allow flexibility in the time of travel to obtain best value for money.

All employees are expected to take the most cost-effective means of travel available.

Your travelling arrangements should be planned and considered carefully before booking any mode of transport. For example it may be cheaper to travel by train than to drive.

### **Rail**

Rail travel must be booked within Standard Class. Please note that a fare can be much cheaper if two single tickets are purchased rather than a return ticket. All tickets should be purchased as soon as date of travel is known to reduce cost of travel.

## **Car**

Private cars should be used only when Foresight's company vehicle is unavailable, or if your day to day role is based within the community. Failure to do so may result in expenses being refused. When using private cars, an employee must hold valid car insurance and driving licence. The insurance documentation must cover business usage.

Where employees use their own vehicles for approved business purposes, a mileage allowance of 40p per mile will be paid.

## **Taxis**

Taxis should be hired only where public transport is unavailable or when there are special circumstances such as significant inconvenience, unfamiliar locations, or when staff are carrying heavy or bulky packages or luggage, safety issues, or reasons of economy, e.g. a group of people when combined public transportation costs would be higher.

Wherever possible, taxis or mini-cabs should be pre-booked at a fixed rate.

## **Travel Expenses**

Travel expenses can only be claimed for travel between places of work. They cannot be claimed for travel between home and your first designated place of work, or between your last designated place of work and home. During out of hours emergency call outs, travel between home and your place of work will be accepted.

Travel expenses may only be claimed if the distanced travel is greater than 3 miles, unless carrying heavy or bulky packages or luggage. Travel to various sites should be condensed as much as possible. Anyone abusing, or making false claims, will face disciplinary action.

Foresight has set a rate for the reimbursement of driving expenses. This is set at a level to take into account depreciation and other running costs as well as fuel. Currently the rate is set at 40p per mile. This rate will be reviewed annually to take into account the changing costs associated with travel.

All receipts of expenditure need to be kept for reimbursement.

This information is also available in other formats, languages and picture format upon request.