Home-Start Cymru
Expenses Policy

Home-Start Cymru for Families (hereafter called Home-Start Cymru)

Expenses Policy

1. About this policy

1.1 The purpose of this policy is to set out our rules on the reimbursement of expenses, including travel, accommodation and hospitality.

1.2 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

2. Who does this policy apply to?

2.1 This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

3. Who is responsible for this policy?

3.1 The board of Trustees (**Board**) has overall responsibility for the effective operation of this policy. The Board has delegated responsibility for overseeing its implementation to the Senior Leadership Team (SLT). Suggestions for changes to this policy should be reported to the SLT.

3.2 Any questions you may have about the day-to-day application of this policy should be referred to your line manager in the first instance.

3.3 This policy is reviewed from time to time by the SLT.

4. Travel expenses

4.1 You are expected to use the most cost-effective transport methods and routes whilst travelling in the course of your duties for the organisation. Normally you should consider the use of public transport and rail travel if this is more cost effective than travelling by car. There will however be occasions where it is necessary to travel by car to ensure that you travel in the quickest manner or to ensure your health and safety, notwithstanding that this is not the most cost effective. If you are able to plan your journey and you are not able to travel by the most cost effective and suitable method, authorisation should be sought from your manager as to the means of travel before undertaking the journey.

4.2 Calculating mileage should be based on the following methodology:

- Contracted **Home-based employees** (i.e. where the contracted place of work is stated as home) can claim mileage from their home address to another location, where the travel is for work purposes. E.g. travel from home to visit a family, attend an event, visit an office location for meetings.

- Contracted **Office based employees** (i.e. where the contracted place of work is stated as one of our offices) can claim mileage from the office in which they are contracted to work to another office or other location (e.g. to visit a family or attend an event), where the travel is for work purposes. However, there will be no reimbursement of mileage for travel from the home address to the contracted office address.

What to do if you are a **contracted office-based employee** but start a work-related journey from home to somewhere other than your contracted office?

Mileage should be based on the distance between the normal place of work and destination or home and destination if this is less.

- You will need to calculate the distance from your home address to the location you are travelling (Distance A) and also calculate the distance from your contracted office address to the location you are travelling (Distance B). If Distance A is greater than Distance B, you will only be able to claim mileage for Distance B. If Distance B is greater than Distance A, you will only be able to claim mileage for Distance A.

4.3 All air travel must be authorised in advance by your line manager.

4.4 You should travel by rail by standard class unless you have been granted permission otherwise.

4.5 The costs of bus fares incurred on Home-Start Cymru business will be reimbursed providing tickets/receipts are submitted with the expenses form giving details of the transaction.

5. Cars

5.1 If you are undertaking business travel you must hold insurance for business travel. If you are in doubt – check with your insurer and you will be uninsured if you have insurance cover for social, domestic and pleasure purposes only.

5.2 All employees who are required to have access to a motor vehicle for the purpose of carrying out their role are required to have a reliable car which must be regularly maintained and insured for business use.

5.3 All necessary car parking charges will be reimbursed by Home-Start Cymru. Please note that you are responsible for any fines or penalties incurred.

5.4 Mileage will be reimbursed at the rates authorised by HMRC Fixed Car Profit Scheme which do not give rise to taxable benefit. These are:

Motor Cars & Vans	**All Engine Sizes**
Rate per mile – up to 10,000 miles of business travel	45p p/mile
For over 10,000 miles of business travel	25p p/mile
Motor cycles	24p p/mile
Cycles	20p p/mile

6. Accommodation

6.1 Safety guidelines should be followed when choosing accommodation. Where possible, accommodation should:

- Have en-suite facilities
- Have an on-site restaurant (if alone)
- Have a well-lit car park at night
- Be situated in a well-lit area
- Be a recommended hotel chain where possible
- Be within the authorised rate. If outside these limits, authorisation should be sought from your line manager.

The overnight accommodation authorised rates are as follows:

Location	Rate per night
Outside London	£70
London	£100

Any amount outside of these limits must be authorised by your line manager.

7. Subsistence

7.1 Subsistence rates closely follow those published by local authorities. The rates are revised from time to time.

7.2 The meal allowance will not apply to a meal which is already provided at no charge or included in any conference or course fee.

7.3 You will be able to claim the actual money spent on the meal up to a maximum allowance upon the production of a receipt.

7.4 The Home-Start Cymru subsistence allowance is as follows:

Breakfast	£9
Lunch	£8
Evening meal	£15

8. Office expenses

8.1 Office expenses which have been pre-approved by your line manager can be claimed on your monthly expenses form but where possible, more routine items should be ordered through the appropriate purchasing system.

9. Hospitality

9.1 No hospitality costs can be claimed by you unless prior permission has been granted by your line manager.

10. Reimbursement of expenses

10.1 We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or in breach of this policy may result in disciplinary action.

10.2 Claims for reimbursement of expenses are subject to the production of receipts and the completion of the expenses claim form. You are required to provide itemised, legible receipts for all expenditure incurred as expenses without receipts cannot be reimbursed. All expenses will be reimbursed in accordance with the current rates and allowances.

10.3 Expenses are paid monthly at the end of the month. Exceptionally if a member of staff exceeds 250 miles of travel before the end of the month, they may claim the mileage costs as a one-off expense claim.

10.4 All expenses claim forms must be submitted monthly to your line-manager for approval by the last working day of the month. The line-manager must submit all authorised claims to the finance team for processing. You will receive payment of your expenses in the next payment run usually within the first 10 days of the following month. Payment is made directly to your bank account.

Date of last review: February 2025

Name of Trustee: Jonathan Richards

Signature of Trustee: Jonathan Richards
Jonathan Richards (Feb 16, 2025 20:11 GMT)

Date signed: 16/02/2025