



2021/22

Expenses Policy

# Clean Slate Policies

## EXPENSES POLICY

### HEADING 1 | ONE

The Project Manager or Project Administrator reimburses staff, trustees and volunteers for expenses incurred whilst carrying out business for Clean Slate. It is their responsibility to minimise the costs incurred within the boundaries of the time available and acceptable levels of comfort.

#### 1. Staff and Volunteers

##### A. Travel

1. Public transport should be used wherever possible rather than the use of a car.
2. Where staff choose to use their own car and there is an acceptable public transport alternative then the expense claim is limited to the equivalent public transport cost rather than mileage.
3. The mileage for individual journeys in a private car will be calculated at the current rate of 50p per mile and calculated by postcode to postcode through the AA Route Planner.
4. Where expenditure over £20 is to be incurred on a single trip authorisation from the line manager should be obtained before the expenditure is incurred.

##### B. Subsistence

1. Meal costs can also be reimbursed up to a max amount of £5 per day. A flat rate for meals cannot be claimed since this would then be taxable, therefore receipts **must** be obtained.
2. When an overnight stay away from home is unavoidable due to business, the cost of accommodation should be agreed beforehand with the Project Manager and will then be reimbursed. Accommodation will be sought in budget hotels by Project Manager or Project Administrator.
3. During an overnight stay, the cost of an evening meal will be reimbursed up to a limit of £15 (£20 in London). If breakfast is not included in the price of the accommodation, this may be reimbursed up to the limit of £7. A flat rate for meals cannot be claimed since this would then be taxable, therefore receipts **must** be obtained.

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4. If it is a viable option to stay overnight in the house of a friend or relative, then an amount of money will be set aside in order to buy a small thank you gift or to pay for a meal for the host.
5. Reimbursement of childcare during or outside working hours is not claimable from Clean Slate.

### C. Hospitality and meeting costs

1. Paying for meals for guests should be the exception rather than the rule and must be agreed beforehand with the Project Manager. A flat rate for meals cannot be claimed since this would then be taxable, therefore receipts **must** be obtained.
2. Where possible meetings should take place within office hours and expenses other than travel should not be incurred
3. When organising a meeting the cost of the room should be taken into consideration and must be agreed beforehand with the Project Manager

## 2. Trustees

1. Clean Slate trustees travelling to meetings and events on behalf of Clean Slate may claim for travel expenses and subsistence provided that the requirements stated in sec 1A and 1B are met.

## 3. Claims Procedure

1. To make an expense/travel expense claim the relevant form must always be filled in fully. Forms are available from the Project Manager or Project Administrators at Head Office. Receipts or other proof of expenditure should **always** be attached to the claim where applicable.
2. Claims by staff and volunteers should be authorised by a trustee.
3. All claims should be passed to the Project Manager or Project Administrator for processing. A claim under £25 can be paid through petty cash, all other claims will be paid by cheque.

Version	Date	Approved by
1.0	02/02/2021	Nadia Brown - Project Manager