



Introduction

Staff are entitled to claim reasonable expenses which they necessarily incur as a result of their work for Homemaker, provided they are in line with this policy. Claims must be approved by the line manager. The cost of travel between home and the staff member's usual place of work cannot be claimed.

Travel

- (a) If practicable, staff should use public transport for any journey in connection with their work. Receipts should be obtained. Where this is not feasible due to the non-existence of a service or an infrequent service which does not meet the requirements of the work, then personal transport may be used.
- (b) A taxi may only be used if there is no other reasonable option and if agreed in advance by either Director. Receipts should be obtained for travel by taxi.
- (c) Where staff choose to use their own transport when they could have taken public transport, they may only claim for the cost of public transport.
- (d) Where staff from the same area are jointly visiting a client/attending a meeting they should always share transport unless there are exceptional circumstances which are agreed in advance by the line manager.
- (e) Staff may claim at rates which will from time to time be reviewed.
- (f) The cost of car parking maybe claimed, except at a staff member's usual place of work.
- (g) Where staff make a client visit directly from home at the beginning of the day, or on their way home at the end of the day, normal mileage for travelling to work should be deducted from the claim.

Subsistence

where possible, if staff are away from their homes in connection with their work overnight, accommodation should be booked and paid for beforehand by either director. If this is not possible, the actual cost of meals and accommodation may be claimed up to the maximum allowances given in the appendix.

Telephone calls

- All work calls should be made from office phones
- If exceptionally, staff claim the cost of any work phone calls made from home, an itemised bill must be submitted with the actual calls highlighted.
- Staff are liable for meeting the cost of any personal calls made from a work telephone.

Administration

Claims are to be submitted to a line manager for authorisation on a monthly basis using the Homemaker expenses form. Claims are to be supported by receipts.

Date policy last reviewed and approved: January 2018

Date for next review: January 2020

APPENDIX TO EXPENSES POLICY

TRAVEL AND SUBSISTENCE ALLOWANCES

As at January 2018

Mileage reimbursement

Any vehicle up to 10,000 business miles	45p per mile
Any vehicle over 10,000 business miles	25p
Pedal cycle	20p
Motorcycle	24p

Overnight accommodation

Bed and Breakfast	£56.00 max
Lunch	£8.00 max
Dinner	£15.00 max

Where an employee stays overnight with a friend or relative, and so avoids bed and breakfast costs, an allowance of £20.00 will be paid.

Homeworking allowance

Heating, lighting, power - £300.00 pa for full-time worker (37 hrs pw)