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## 10.18 Expenses Policy

### Policy statement

The Pre-School is committed to offering equal opportunities for all volunteers, committee members and staff, by reimbursing reasonable expenses that allow them to carry out their duties. Committee members and staff are entitled to claim expenses for any reasonable costs incurred but must ensure that they get the best value for the Pre-School by choosing the most cost-effective option available. This policy aims to provide clear guidance on the types of expenses that can be claimed and the procedures for making a claim.

### Type of Expenses

Expenses may only be claimed for amounts incurred wholly and exclusively for the Pre-School's work, as detailed below. If a committee member or staff member is in any doubt as to whether an expense is reimbursable, advice is sought from the Charity Commission prior to incurring the expense.

- **Business travel:** Only in exceptional circumstances will the Pre-School pay for business travel. In the event business travel has been approved in advance, committee Members and staff are expected to use the mode of travel, which is most efficient, cost-effective, environmentally economical, and consistent with reasonable travel time. Claims for taxi fares should only be made when other forms of public transport are not viable. When travelling via public transport, the Pre-School will only reimburse the actual cost of the journey. Therefore, when pre-paid travel cards or permits are used, committee members and staff must provide a receipt and evidence as to the actual cost of each journey taken. Committee members and staff using their own car will be reimbursed actual costs for mileage up to the

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Approved Mileage Allowance Payment set by HM Revenue and Customs. The cost of car parking or toll fees may also be claimed if a receipt is provided to support the claim. The Pre-School does not accept any liability for fines, or any other penalties for traffic offenses, and encourages committee members and staff to drive safely. The vehicle owner is responsible in the eventuality of an accident and for maintaining the vehicle in good condition. Mobile phones should not be used under any circumstance when travelling unless you have installed the appropriate hands-free kit.

- **Meals when on Pre-School business:** Pre-School committee members and staff may claim for meals under the following circumstances: When required to stay overnight, the cost of breakfast and dinner, will be agreed in advance by the committee. Expenses relating to alcohol cannot be claimed.
- **Communications:** Only in exceptional circumstances will the Pre-School pay for telephone calls. In the event a telephone call has been approved in advance, committee members and/or staff can be reimbursed for expenditure of these communications, which are essential for the committee and/or staff members work (e.g. translation materials) for up to an amount agreed. When expenditure is due to exceed this limit, advanced authorisation must be received from the committee. Committee members and staff are expected to use second-class post and landline telephones for calls where possible. The Committee in exceptional circumstances will only approve reimbursement for mobile phone calls, as these costs can be high.
- **Transport, resources, or facilities to support a committee member and staff with a disability:** Reasonable adjustments are made to accommodate the needs of volunteers with disabilities; expenses can be claimed for additional travel costs, assistive resources, and facilities up to the agreed amount per year. The Pre-School also looks at options such as sharing resources with other organisations to ensure that opportunities are provide for all to be involved.
- **Relevant training, books, or resources to support committee members and staff:** The committee will only approve expenditure for costs relating to committee members and staff training and development in advance.
- **Accommodation costs for overnight trips for any necessary training, events and meetings;** Prior agreement is required whenever it is essential for a committee member or staff member to stay overnight in a hotel in the course of their work for the Pre-School. Committee members and staff must research hotels in the area to

ensure that the chosen accommodation is of reasonable value.

- **Items purchased by Petty Cash;** All receipts should be given to the Pre-School supervisor, with your name, items circled and the amount to claim at the top of the receipt. All items on the receipt that you are not claiming for should be crossed off. It will be reimbursed by cash and you have to sign you have received payment.
- **Items purchased online, via personal accounts;** all receipts should be given to the Pre-School bookkeeper, with your name, items circled and the amount to claim at the top of the receipt. All items on the receipt that you are not claiming for should be crossed off. You will be reimbursed via BACS.

#### **Procedure for claiming expenses**

1. An annual expense budget is agreed by the Committee to cover any necessary costs
2. Only the actual costs incurred for expenses will be reimbursed, up to the approved amount.
3. Cash advances are not provided for expenses
4. Expenses are claimed using the standard form, with all sections completed and totalled.
5. Receipts, tickets, or bills must be provided with the expenses claim form in evidence of all payments. Wherever possible, these should be itemised and should show the amount of VAT paid and the VAT reg number. Where they also contain items other than claimable expenses, they should be highlighted to indicate the relevant expenses.
6. Expense claims will need to be approved by the Committee. Claims should be made once a month. Expenses must be received by the middle of the month to be processed that month; therefore, you must provide claims to the Committee for authorisation as early as possible.
7. Claims will be withheld until appropriate documentation has been received and approved. Any incomplete claims will be returned for amendment, which is likely to cause a delay in the payment of expenses.
8. Once approved by the Committee, the Treasurer signs and dates the claim to authorise it. If the Treasurer is unavailable, or has submitted the claim, the Chair may provide authorisation. Committee members and staff cannot authorise their own expenses.
9. All expenses are paid by via cash or bank transfer.
10. The expenses claimed are monitored against the budget at each committee meeting, to ensure it is not exceeded.
11. Committee members and staff are advised that if they intentionally make false or inaccurate claims that this will be regarded as gross misconduct.

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