

Expenses will be reimbursed where they have been incurred by staff in the performance of their duties. The authorisation of claims shall be taken to mean that the certifying person is satisfied that the journeys were authorised, the expenses properly and necessarily incurred. Subsistence expenses are reimbursed on the basis that expenditure has actually been incurred by a member of staff on the meals and beverages for which the expenses are claimed.

Expense claims should be submitted to your direct Line Manager for approval and then sent to the Finance & HR Director for payment and checking. Payment will be made directly into your nominated bank or building society.

In line with the Creative Lives Environmental Sustainability Policy, we ask that all staff think carefully about whether travel is required and, if it is, what is the most environmentally friendly way to travel.

Travel

Official Business Mileage

The rate will be paid in line with current HMRC agreed rates.

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances>

Car Parking/Toll Fees

Parking fees will be reimbursed when it has been necessary for a member of staff to use a car park as a result of undertaking travel on official business i.e. not for normal home to work travel. The same applies to bridge, motorway and other toll fees.

Fines and Penalties

Car parking fines and other motoring penalties are the responsibility of the individual.

Insurance

If using a private vehicle for business purposes, staff should ensure that they have appropriate motor insurance cover.

Public Transport

In line with the Creative Lives Environmental Sustainability Policy travelling by train rather than aeroplane will be the norm wherever possible. To allow for the often-greater costs of train travel, tickets should be booked as far in advance as possible.

Car Hire

In certain circumstances, hire of a car may offer the most efficient and cost-effective means of transport.

Taxis

Taxis should be used only when it is not practicable to take any other form of Transport. Receipts should be obtained where possible.

Subsistence Expenses

Subsistence expenses will be payable to members of staff who are prevented by their official duties from taking a meal or refreshment at their home or usual place of work, and thereby incur additional expenditure.

Claims for subsistence must be supported by receipts.

Where a member of staff in the course of their duty must stay overnight, they are entitled to claim the actual cost of an evening meal and bed and breakfast. Receipts must be attached to the claim form.

Incidental Expenses

Expenses such as stamps, business telephone calls and small items of stationery may be claimed.

Validation

All expenses claims must be authorised by your line manager before payment. Claims can be the subject (before payment) of detailed check and scrutiny. From time to time, it will be necessary for further information to be sought in support of a claim.

All Creative Lives business card payments should be authorised by the CEO (for all staff) or the Treasurer (for the CEO).

All receipts must be forwarded to the Finance & HR Director every month.

All transactions over £2,000 must be authorised in advance by the CEO or Treasurer.