



Staff Expenses Policy

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www.peopleknowhow.org

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1. Statement of Policy

This Policy is intended to provide clear guidelines for staff within People Know How to ensure that they do not inadvertently incur expenses that we can neither justify nor reimburse. This Policy is also intended to ensure that staff members are reimbursed for reasonable expenses incurred in connection with People Know How.

This Policy relates to all areas of People Know How's operation and should be read in conjunction with all other People Know How policies. This Policy will be kept up-to-date, particularly as we change in nature and size. To ensure this, this Policy will be reviewed annually.

2. Scope of Policy

This Policy applies to all People Know How staff and consultants and should be adhered to by all staff members, trustees and volunteers.

3. Principles

This Policy outlines the following principles:

- Staff members are responsible for minimising the costs incurred in connection with People Know How within the constraints of time and acceptable levels of comfort.
- Authorisation must be obtained in advance for all expenditure.
- Staff expenses will only be paid where an expense has actually been incurred in connection with People Know How.
- All staff members must record and retain receipts for all reasonable expenses incurred in connection with People Know How.

4. Staff Expenses Process

New staff members will be asked to complete a Bank Details Form (see Appendix A) to provide People Know How with their bank information. All staff expenses will either be paid in advance or reimbursed on a monthly basis.

All staff members will be provided with a Staff Expenses Record (see Appendix B) that will be used to record all expenses incurred in the course of their activities. Staff members are required to return Staff Expenses Records (see Appendix B) on a monthly basis. Staff Expenses Records (see Appendix B) should be returned with all relevant receipts to the Line Manager. Staff expenses will be paid out each calendar month.

5. Reasonable Expenses

People Know How considers the following expenses to be reasonable:

Travel Costs

People Know How will pay expenses for travel costs incurred in connection with People Know How. However, this does not include travel to and from a staff member’s normal place of work.

People Know How expects staff members to walk, use public transport, or cycle wherever possible when travelling within their activities. People Know how also expects that staff members seek out the most economical means of travel that is reasonably practical within the course of their activities.

However, where other means of travel are necessary, the following guidelines should be followed:

Taxis: People Know How will cover taxi fare if: the staff member has a disability that prevents them from travelling via public transport; if there is not adequate public transport available locally; or if there is a safety reason (for example, if a staff member is travelling in the dark). All other taxi costs will be reimbursed at the discretion of the relevant Line Manager.

Private Vehicles and Cyclists: People Know How will pay travel expenses for staff members who use private vehicles or bicycles as their means of transport during the course of their activities as follows:

Approved Mileage Rates		
	<i>First 10,000 miles in a tax year</i>	<i>Each mile over 10,000 in a tax year</i>
Cars and Vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Subsistence

When an overnight stay away from home is appropriate in the course of a staff member’s activities, the cost of accommodation and food should be agreed beforehand with the Line Manager. If it is a viable option for a staff member to stay in the house of a friend or relative, People Know How may reimburse the cost of a small thank you gift or a meal for the host. This should be decided in conjunction with the relevant Line Manager.

Meeting Costs

As an alternative to room hire, it can be appropriate for staff members to pay for refreshments in a café and claim reimbursement from People Know How.

Childcare Costs

Childcare costs will be covered by People Know how at the discretion of the relevant Line Manager.

Postage and Telephone Call Costs

People Know How will cover the costs of all postage and telephone calls made by the staff members in connection with People Know How.

Materials and Resources Costs

People Know How will cover the costs of all reasonable materials required by staff members to carry out activities.

Equipment and Specialist Clothing Costs

People Know How will cover the costs of all reasonable specialist clothing and equipment required to safely and comfortably carry out activities.

Training and Event Costs

People Know How will cover the costs of all training and events attended by staff members in connection with People Know How. All training and event costs should be approved by the relevant Line Manager in advance.

6. Monitoring & Review

The effectiveness of this Staff Expenses Policy will be reviewed annually and action taken as necessary.

This Policy will be reviewed in 2017.

Appendix A: Bank Details Form

This Form should be used to collect Bank Details for the payment of staff members and volunteers.

THIS FORM IS PRIVATE AND CONFIDENTIAL

Title: [TITLE] Other:

Account Name:

Bank:

Bank Address:

Sort Code:

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Account Number:

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I confirm that the above details are correct and that I would like People Know How to use them for payment purposes.

Print Name:

Date:

Appendix B: Staff Expenses Record

In accordance with our Staff Expenses Policy, we are only able to pay expenses with appropriate receipts (such as bus/train tickets or taxi receipts). If you have lost or are unable to produce an appropriate receipt, please speak to your Line Manager.

This Record should be completed and returned to your Line Manager every month on the requested date.

Name of Staff Member:

Date	Type of Expense	Amount (£)	Receipt (✓ or x)
			<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
Total		_____	

Sign or Print Name (Staff Member):

Sign or Print Name (Line Manager):