



## Action Community Enterprises CIC (ACE)

### Travel and Expenses Policy



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### **Action Community Enterprises CIC**

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## Introduction

This policy sets out the arrangements for travel, accommodation, subsistence and expenses for all employees, directors and volunteers of Action Community Enterprises. This policy does not form part of the contract of employment and therefore does not represent a contractual right. Managers are responsible for ensuring that all employees and volunteers within their team adhere to this policy. It is the responsibility of the authorising manager to examine all expenses and to determine whether they are justified.

All individuals are expected to behave responsibly, consider the necessity of each journey and plan appointments to minimise the distance travelled. When booking travel tickets and accommodation every effort must be made to minimise cost. For example, by booking rail tickets well in advance of travel substantial savings can often be achieved. Contact the Business Manager before booking tickets.

Expenses will be reimbursed on the basis of actual expenditure reasonably and necessarily incurred by employees whilst in the performance of their duties. A valid receipt indicating proof of purchase must be provided; a full explanation must be provided wherever that has not been possible.

Action Community Enterprises has an alcohol-free policy. Therefore, employees will not be reimbursed for any form of alcoholic drink purchased.

## Travel Expenses

The employee will use the most cost effective and appropriate means of travel when travelling on official business. If travelling longer distances the cost, convenience and availability of public transport must be considered as this might be less expensive than incurring business mileage. Early booking of rail tickets for specific times can considerably reduce the cost. Consideration should also be given to sharing car journeys where this is practicable.

With prior agreement of the Management Team, Action Community Enterprises will reimburse business mileage at the current rate for cars, motorcycles and bicycles (as detailed in Appendix 1). Such reimbursement is subject to the submission of an appropriately authorised expense form.

## Definition of Business Mileage

The purpose of business mileage is to reimburse you for the additional cost of travel, above and beyond the return journey from your home to your normal workplace base, for the purposes of carrying out your duties and training/other activities related to your duties.

- Action Community Enterprises will not reimburse mileage for journeys from your home to your normal workplace base (or vice versa).
- Business mileage is defined as the actual number of miles driven between your normal workplace and another location in the course of carrying out your work and the return journey back to your normal workplace. This also applies if you travel to more than one location; you can claim the mileage from leaving your normal workplace until you return to it.
- If you travel from home to another location without including your normal workplace base you can claim the full mileage minus the distance of your normal commute to your workplace base. If you travel fewer miles than your normal commute you will not be able to claim mileage.
- If you travel to a different location as a detour on your way either to or from work you can claim for the mileage minus your normal commuting distance. For instance, if you normally

travel 8 miles to work and a detour to another location means that your mileage from home to work is 12 miles, you can claim the 4 miles above your normal mileage.

## Travel by Public Transport

Action Community Enterprises will meet the costs of business travel, agreed in advance between the employee and the manager. The circumstances will determine the mode of transport e.g. distance, cost, public transport accessibility. As with car travel Action Community Enterprises will not reimburse costs for journeys from your home to your normal workplace base (or vice versa) and the same considerations apply for claiming. When considering the use of public transport against use of private car the most cost-effective method should be used unless unreasonable or impractical.

## Taxis

The hiring of taxis should be kept to a minimum and prior permission of your line manager is needed. They should only be used when no other means of transport is available, or it is necessary because of time considerations or, for example, when travelling between a station and hotel with heavy baggage. The cost of hiring a taxi will be reimbursed through expenses where a receipt is attached.

Taxis cannot normally be used from Norwich Railway station, unless the following guidelines apply or there are exceptional circumstances and prior approval for this is gained from your line manager. The preferred option is to park at Riverside multi-storey car park, where the cost is £8 per day for rail users. Taxis should only be used if the cost of doing so is cheaper than parking at the multi-storey, which might be the case if your vehicle needs to be parked for more than one day and your taxi journey is short.

## Hotel Accommodation

Prior to making hotel bookings, when an employee is required to stay away from home overnight for business reasons, please consult with the Business Manager. A reasonable standard of facilities will be provided taking into account business needs and the convenience of the employee.

In cases where Action Community Enterprises is invoiced, the bill for accommodation will be settled directly with the hotel. In addition, reasonable expenditure incurred in purchasing meals will be met (See Appendix 1 for subsistence allowances). Any personal expenditure such as telephone calls, newspapers, alcoholic drinks etc. should be paid for separately by the individual. Charges for use of special hotel facilities such as sauna, video, mini-bar, laundry etc. will not be reimbursed.

## Entertainment

The costs of entertaining guests will only be reimbursed in exceptional circumstances; therefore, it is important you seek prior approval from the Managing Director before any costs are incurred.

## Expense Claim Process

Claims for expenses and mileage should be signed and submitted on a monthly basis on the Staff Mileage and Expense Claim Form. The form must be completed electronically, printed, signed by you and sent to your line manager for initial checking and authorisation. Forms are then sent to the Business Manager for processing. All claims received by 7<sup>th</sup> of the month (or

first working day after that date) will be processed and payment will be included in your monthly pay for that month and shown as a separate item. Tax and National Insurance will not be deducted from these payments. Claims received after 7<sup>th</sup> will go forward to the following month. All claims for expenses must be supported by receipts.

## **Mileage recording:**

- Full details of each journey, the reason for the journey and the names of any official passengers must be recorded. These should be for the shortest possible routes for these journeys.
- All mileage claimed in the course of an employee's work will be subject to a deduction of the normal home to work and work to home mileage, as appropriate.
- Where an employee makes an official journey involving a diversion from his/her normal home to work journey (of greater distance), the mileage reimbursed will be the difference between the mileage incurred and the employee's normal home to work mileage.
- A notional deduction will be made if an employee incurs work mileage on a particular day but does not visit their base of work. The notional deduction to be the mileage the employee would have incurred if he/she had travelled directly from home to base and return.
- Mileage allowances rates will be paid in line with HM Revenue and Customs rates. (See link) <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

## **Car Parking Costs**

The cost of parking your private car at or near your base will not be reimbursed as expenses. If you incur parking costs in other places then claims can be made for such cost providing a receipt or ticket is submitted with your claim. Employees are asked to make every effort to park in a cost-effective manner.

## **Volunteers**

Volunteers will be reimbursed for mileage or public transport costs when they carry out activities for Action Community Enterprises. Such costs will be from their home to the relevant venue or office. In addition, car parking costs can be claimed, subject to a maximum of £6 per day and the production of receipts or tickets with their claim.