

# IWFM Travel and Expenses Policy

# Travel and Expenses Policy

## PRINCIPLE

The principle of the Policy is to ensure that no employee or volunteer should be personally any worse, or better off, from fulfilment of their 'official' duties.

## PURPOSE

The purpose of this document is to:

- Inform all claimants of their responsibilities to control travel and other business expenses.
- Describe procedures for making travel arrangements.
- Explain what expenses are reimbursable, how these expenses should be paid and reported, and the procedures for reimbursement.
- Define requirements for business expense payment.
- Detail internal Travel and Business Expense Policies.

Situations not covered in this document should be notified to the Finance Department (for staff) or the CEO (for volunteers).

## SCOPE

This Policy applies to all employees of The Institute of Workplace and Facilities Management (IWFM), and to Non-Executive Board Members, Members' Council and Volunteers.

## POLICY

IWFM will pay corporate credit card charges on behalf of eligible employees and reimburse all those covered in the 'Scope' for out of pocket expenses that:

- are consistent with the needs of the business;
- accomplish business objectives in a cost efficient manner;
- are properly documented and approved on expense reporting; and
- are purchased using guidelines for payment methods and policy exceptions.

All expenses are subject to review by the Finance Department, Senior Management, and Internal and External Audit, without prior notification to the claimant concerned.

This Policy lays out the allowable expenses in accordance with HM Revenue and Customs guidelines and is a standardisation of expenses across IWFM and applied to credit card spending as well as the reclaim of cash expenses.

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All limits expressed as values contained within the Policy are inclusive of VAT. When referring to 'claimant', that means anyone described in the 'Scope'. In certain circumstances, separate policies will apply, e.g. Credit Card issues relate to IWFM employees only, not Volunteers.

The values herein are the MAXIMUM amounts that are expected to be spent for any given expense. All claimants should endeavour at all times to use the most cost-effective means.

All claimants must attach the original VAT invoice / receipts for all expenditure otherwise the Organisation will be unable to reclaim the VAT element. Claims without a receipt will not be honoured except in exceptional circumstances (a full explanation will be required).

## PROCEDURE

### RESPONSIBILITIES

*Claimants must:*

- Sign the declaration form accepting this policy and any amendments thereof, and include details of Bank Account to which funds are to be transferred;
- use prudent judgement when spending money on behalf of the Institute;
- ensure all cash expense claims are submitted to the Finance Department by the 7th of the month following spend, with all receipts attached and authorised by an appropriate officer;
- report all expenses promptly and accurately with the required documentation;
- claim reimbursement only for reasonable and necessary business expenses;
- comply with the provisions of this Policy; and
- claim reimbursement only for expenses that have actually been incurred.

Claiming future expenses that have not been incurred is a breach of this policy.

*The Finance Department will:*

- promptly reimburse employees by BACS transfer, for all appropriate and authorised business expenses. Note – Payment runs take place once every fortnight;
- Provide a remittance advice confirming payment;
- provide IWFM budget holders with appropriate reports to help manage costs and to assist with compliance of this Policy.

### BREACH OF POLICY

Failure to comply with any part of this Policy, or making business travel choices for personal gain, may result in disciplinary action, which may include termination of employment, cessation of Non-Executive Director position or termination of volunteer status within IWFM.

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## EXPENSE PAYMENT (see also appendix A,B,C)

### 1 IWFM CREDIT CARD (Employees only)

#### 1.1 *IWFM Credit Card Usage:*

Employees who have been issued with a IWFM credit card should, wherever possible, use this credit card to charge business expenses.

#### 1.2 *Personal Expenses:*

The IWFM credit card should be used for business expenses only. Exceptional circumstances where personal use occurs could include rare situations where expenses are part business and part personal (such as meal charges where a spouse travels with the employee and the employee pays the personal expenses) or infrequent use of the corporate card due to inadvertent error or emergency. The employee should refund the Organisation for any personal expenditure promptly. Failure to promptly pay personal expenses or deliberate repeated use of the card for personal expense could be cause for disciplinary action. This refund must be submitted by personal cheque to the Finance Department, along with your corporate charge card statement by the 15<sup>th</sup> of the month following statement date. You must, in all cases, provide an explanation of why your corporate charge card has been used for personal expenses. All cheques must be payable to IWFM.

#### 1.3 *Credit Card Limits:*

A credit limit is set by the Finance Department and authorised by the CEO. It is set in accordance with the level of expenses that the IWFM would reasonably expect the individual to claim. The limits are put in place to limit the companies risk to potential credit card fraud. Should a cardholder wish to increase the credit limit for a one-off expense or be in danger of breaching their allocated limit, any increase should be discussed and authorised in writing by the CEO well in advance. This written authorisation (email acceptable) must be forwarded to the Finance Department in order that they can action the change to the credit card limit. The Finance Department will endeavour to increase this limit within two working days, once authorisation is received for both permanent or one-off purchases.

#### 1.4 *Leaving the Business:*

Corporate cards must be returned to the Finance Department on or before an employee's last day of employment. Legitimate business expenses must be submitted on approved expense forms. Interim statements can be obtained by contacting the Finance Department in line with employee's leaving date. As it forms part of the exit interview process, it is the responsibility of the HR Manager to ensure that corporate credit cards are returned to the Finance Department on or before the employee's leave date.

#### 1.5 *Extended Leave:*

Please inform the Finance Department in all cases where a cardholder will have maternity leave or is on long-term sick. In cases of maternity leave, the corporate card should be presented to the Finance Department prior to the start of the leave. This will be retained securely until the employee returns to work. Any balances due from unauthorised use or unapproved expenses are the employee's responsibility. Legitimate business expenses must be submitted on approved expense forms. Interim statements can be obtained by contacting the Finance Department in line with employee's leaving date. It is the responsibility of the cardholder to ensure that the Finance Department is kept informed under these circumstances.

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## 2 TRAVEL ARRANGEMENTS

Travel activity is monitored on a regular basis, with all policy exceptions noted to the Finance Department. Travellers not in compliance with this Policy may be asked to provide a written explanation to the CEO, or where appropriate the Board Chair. Monthly reports of all policy exceptions are provided to the CEO.

### 2.1 *Alternatives to Business Travel:*

In conjunction with IWFM's Environmental Policy the Organisation recommends that employees consider alternatives to travel to meet business needs. For example, consider:

- Teleconferencing is always a less costly and greener alternative to travelling. Every effort should be used to reduce the amount of travel by utilising teleconferencing facilities.
- Do you need to attend a meeting? Is your presence necessary?
- Where meetings can be arranged around other business/private meetings, are you able to investigate the possibility of 'sharing' the cost of the trip with the other party.
- Are there rooms available through IWFM business contacts at favourable/free rates?
- Does food need to be provided? Especially if meeting is only for half a day or less!
- Ultimately, costs incurred should fall into line with HM Revenue and Customs guidelines and must be considered 'wholly and exclusively for the purpose of the business'.

### 2.2 *Air Travel:*

With respect to airfare, individuals are expected to select the lowest cost flight offered. Please contact Head Office if you are unsure of how to arrange flights in accordance with IWFM policy.

The lowest cost airfares should always be chosen.

Individuals must not choose routes based on:

- frequent flyer programmes;
- personally preferred airlines, aircraft, airports and / or routes; or
- personal concurrent travel arrangements.

### 2.3 *Class of Service:*

For UK flights, economy or discounted fares will be used. Given the availability of appropriate alternatives, and in consideration to our carbon footprint, domestic air travel should only be used if the destination is not served by other reasonable means, ie Isle of Man, Channel Islands, or for journeys over 300 miles or five hours land travel time.

For European travel, economy or discounted fares will be used. For flights outside of Europe, economy fares only must be used with the following exceptions:

- Premium Economy or Business Class may only be used if authorised by the CEO/CFO/Board Chair.

Any exceptions to these guidelines should be approved by the CEO/CFO/Board Chair.

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## 2.4 *Improper Use of Airline Tickets:*

2.4.1 Fares that are considered unethical, or that require deceptive booking techniques, are not authorised.

2.4.2 Airline tickets are to be issued only in the name of the person actually travelling with the ticket. Substitution of names is only permitted with the authority of the CEO/CFO (for staff) / Board Chair (for volunteers).

## 2.5 *Frequent Flyer Programmes:*

Individuals may accrue mileage from airline frequent flyer programmes for their personal use, provided all flights are selected in accordance with the provisions of this Policy.

## 2.6 *Cancelled Airline Tickets:*

All cancelled airline tickets must be communicated to the Finance Department at the earliest opportunity. Reimbursement for cancelled ticket fees must be authorised by the CEO. Where possible, refunds/credits should be taken for use against future travel arrangements.

## 2.7 *Travelling with Other Employees (IWFM staff only):*

The following limitations apply:

- a maximum of two Executive members on the same aircraft; and
- a maximum of four staff on one aircraft. (This number should be reduced if it represents the majority of management team.)

## 2.8 *Airport Transfers and Shuttles:*

For non-UK transfers the traveller should seek advice from their host in the country of arrival to benefit from local deals.

2.8.1 If a family member or friend transfers you to the airport, you may claim mileage at the standard rate.

2.8.2 Airport car parks should only be used where the cost, plus airport mileage, is less than taxis, public transportation or personal vehicles.

## 2.9 *Rail Travel:*

Rail travel must be used as an alternative to air travel wherever possible.

## 2.10 *Class of Rail Service:*

When travelling by rail, claimants are authorised to travel in standard class with the following exception:

- when two first-class singles (or a combination of first and standard) are cheaper than a standard return fare.

The following should be noted:

- travel to and from peak destinations can cost more between 6 – 10am and 3 - 7pm. If possible, please arrange meetings at your destination to coincide with off-peak travel; and
- for meetings due to start early in the morning that are unavoidable, off-peak travel and an overnight stay may be cheaper than a standard return fare.

## 2.11 *Oystercards:*

If you wish to use and reclaim travel via your Oystercard then you will need to follow these guidelines in order to provide evidence of your expense claim.



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1. Request a short journey statement by presenting your Oystercard at the tube station

- The statement itemises the recent purchases and includes an 'Oyster usage statement' which shows the date, time and travel details for the last eight journeys.
- It records which tube stations or bus routes were used and whether the journey was paid for with pre-pay or covered by a travel card.
- Unfortunately you can't print a statement from the ticket machine, so you do have to queue.

2. Request a full statement by post via the Oyster helpline or website

- An Oystercard needs to be 'registered' in advance (using the card number printed on the back of the Oystercard).
- After you confirm some security details, a statement listing the past eight weeks' journey history will be posted to you. It records which tube stations or bus routes were used and whether the journey was paid for with pre-pay or covered by a travel card.
- The helpline number is 0845 330 9876.
- The website address is <http://www.tfl.gov.uk/oyster>

## 3 STAFF MILEAGE CLAIMS

### 3.1 Use of Personal Cars:

IWFM Staff – The general rule is that the cost to a United Kingdom resident taxpayer of travelling to and from their UK place of business is not allowable as a deduction in computing their tax liability. Therefore mileage claims for use of personal cars should seek to reimburse business travel only and not commuting to and from work.

The following rates must be used when claiming business mileage in a personal car:

<i>Mileage</i>	<i>Pence per Mile</i>
First 10,000 miles	45p
Thereafter	25p

(NB – Rates will be reviewed on an annual basis taking into consideration HM Revenue and Customs guidelines.)

*It is the driver's responsibility to ensure their personal vehicle is appropriately insured for business cover, roadworthy, taxed, has a valid MOT and is registered. All drivers making a claim must confirm they are not disqualified from driving at the time the expense was incurred, and in addition, IWFM employees will be required to provide a copy of their driving licence annually.*

### 3.2 Rental Cars:

The use of rental cars is not permitted unless authorised in advance by the CEO. Where authorised, mileage claims should be made in accordance with Company car rates as per 4.2 below.

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## 4 VOLUNTEER MILEAGE CLAIMS

### 4.1 Use of Personal Cars:

The following rates must be used when claiming business mileage in a personal car:

<i>Mileage</i>	<i>Pence per Mile</i>
First 10,000 miles	45p
Thereafter	25p

(NB – Rates will be reviewed on an annual basis taking into consideration HM Revenue and Customs guidelines.)

*It is the driver's responsibility to ensure their personal vehicle is appropriately insured for business cover, roadworthy, taxed, has a valid MOT, is registered and serviced. All drivers making a claim must confirm they are not disqualified from driving at the time the expense was incurred.*

### 4.2 Use of Company Cars:

Please note – this also includes cars owned by an individual for which the individual receives a 'Car Allowance' from their employer.

<i>Mileage</i>	<i>Pence per Mile</i>
Fully expensed – Fuel included	0p
Partly expensed – Fuel excluded	25p

## 5 TAXI AND BUS FARES

Where possible always seek to use public transport as an alternative to taxis.

Reasonable expenses incurred for bus and taxi fares are reimbursable. When travelling to and from airports, travellers should use bus or airport / hotel shuttles where available and if not then an authorised taxi service. Unreasonable or excessive fares must be explained on the expense report. It is the responsibility of the person authorising the claim to ensure expenses are reasonable.

## 6 HOTELS AND OTHER ACCOMMODATION

### 6.1 Attendee Rate:

If you are attending a conference with a special attendee rate, attempt to make the reservation at the special rate.

### 6.2 Hotel Rate:

Individuals may book budget hotel chains (ie Travelodge/Premier Inn) directly but it is important that such chains are regularly benchmarked against standard hotels in the area. Where an individual also negotiates a preferred rate with a local hotel, this should be forwarded to the Finance Department for circulation so the benefit can be shared with other travellers. For Accommodation that is more expensive than the budget hotel chains suggested above (including overseas accommodation), pre-authorisation must be obtained from CEO/CFO/Board Chair. Information such as location in respect of meeting venue will be taken into consideration.

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## 6.3 *Head Office Overnight Accommodation:*

For meetings at Head Office, where an overnight stay is required, please ensure this is booked via Head Office to ensure favourable local rates are secured.

## 6.4 *Hotel Rate Verification:*

Claimants should verify that the rate is the lowest available rate upon arriving at the hotel.

## 6.5 *Occupancy Rate:*

Claimants will be reimbursed for the single occupancy rate even when double occupancy charges are incurred (such as travel accompanied by a family member). Suites and luxury accommodations are not authorised unless the suite or luxury accommodation is less expensive than the budget rate or a free upgrade is given.

## 6.6 *Private Resident Rate:*

While away on business, individuals may choose to stay at a private residence. In lieu of the actual hotel expense that could have been incurred, individuals may provide a reasonable token of appreciation at IWFM's expense. A hostess gift or meal of £20 per day, up to £100 for a stay of five or more days, will be reimbursed. Details of the private residence and host must be provided on your expense form.

## 7 MEALS

The meal amounts below are considered "reasonable" and should adequately cover the cost of most business meals. Individuals should use prudent judgement to ensure that any meal expenditures exceeding these guidelines are in the best interests of the IWFM. Note: amounts include VAT and tip.

### 7.1 *Breakfast:*

The cost will only be reimbursed when taken in connection with an overnight stay or if a journey must commence before 6am. If not included in the cost of accommodation, this must not exceed the rates shown below.

### 7.2 *Lunch:*

There will be no reimbursement of any lunches for employees/volunteers. Employee working lunches should be approved in advanced by a Director.

### 7.3 *Evening Meal:*

Cost for meals will not be reimbursed unless taken in connection with an overnight stay. If not included in the cost of accommodation, this must not exceed the rates shown below.

	<i>Breakfast</i>	<i>Evening Meal</i>
London	£12.50	£20.00
Rest of UK	£9.00	£15.00
Rest of world	£12.00	£20.00

*\*If any individual is travelling on business, but not overnight, for more than thirteen hours, one lunch or evening meal may be claimed.*

### 7.4 *Excess Expenditure:*

Any expenditure in excess of these rates will require the authorisation of the CEO/CFO/Board Chair or the excess may be automatically deducted. Any entertaining should list all parties and the name of any companies that are in attendance.

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## 7.5 *Alcoholic Beverages:*

Any purchase of alcoholic beverages must be met by the criteria set out above (i.e. Evening meal and alcoholic beverage must not exceed £15 in the UK or £20 in London). Purchase from hotel mini bars is prohibited in all cases. It is the responsibility of person authorising the expense claim form to ensure these standards are met.

## MISCELLANEOUS EXPENSES

### 8 BUSINESS MEETINGS AND ENTERTAINMENT

#### 8.1 *Meetings and Entertainment Activities:*

Business meetings and entertainment activities involving IWFM employees and business guests will be paid for by the Institute when a clear business purpose is served and a substantial and legitimate business discussion occurs immediately before, during, or after the event. Any entertaining carried out by volunteers should be authorised in advance by the CEO/ Board Chair.

#### 8.2 *Approval of Expenses:*

An Executive member must approve events such as picnics, parties and golf outings. If alcoholic beverages will be served within IWFM facilities, or at company-sponsored social and recreational events, approval from an Executive Member must be received in advance, and Managers must incorporate appropriate safeguards (see IWFM's Alcohol and Drug Abuse Policy).

#### 8.3 *Non-reimbursement:*

Non-reimbursable expenses include, but are not limited to:

- meal expenses incurred by non-business guests;
- expenses incurred for events such as “last day” luncheons, etc;
- expenses for food and beverages during employee break periods (except significant service anniversaries and retirement celebrations);
- dress / suit hire for business functions; and
- purchase of raffle tickets / competition entries at business functions.

### 9 LAUNDRY

Reasonable expenses for laundry service while away from home are reimbursable when the employee is away from home for six nights or more.

### 10 COMMUNICATION

#### 10.1 *Essential Business Calls:*

Charges for essential business calls will be reimbursed. Only the total charge for the day should be reported. Unusually large amounts should be explained on the expense report. A business phone should be used to make calls whenever practical, with all claims supported with a separate invoice.

#### 10.2 *Calls Home:*

Calls to home from within the UK are not reimbursable. Calls to home from anywhere else in the world when away on business are allowable, but should not exceed £5 per day.

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## 10.3 *WIFI / Internet:*

Fees for WIFI/internet connections during business travel at hotels, including high-speed access are approved expenses.

## 11 OTHER REIMBURSABLE EXPENSES

### 11.1 *Miscellaneous Expenses – IWFM Employees:*

The following miscellaneous expenses are reimbursable to IWFM employees subject to appropriate approval:

- emergency purchase of supplies and equipment; and
- subscriptions and registration fees for professional organisations;

### 11.2 *Miscellaneous Expenses – IWFM Volunteers:*

In addition, the following miscellaneous expenses are reimbursable to IWFM volunteers subject to the appropriate approval:

- postage required for business purposes;
- passport and Visa required for business travel;
- reasonable tips and service charges; and
- Expenditure on small gifts for incentives, if approved in advance by a Director of IWFM.

## 12 NON-REMBURSABLE PERSONAL EXPENSES

Personal expenses are not reimbursable and include but are not limited to:

- expenditure for gifts, event tickets, and flowers for employees/volunteers and their families;
- fines for traffic or parking violations;
- travel and luggage insurance;
- the purchase of briefcases, calculators, diaries and similar items for personal use;
- the cost of movies, health clubs, valet parking, barbers / beauticians, shoe shines, personal reading materials and similar items;
- airline club memberships;
- baby-sitting fees;
- animal care costs;
- personal items lost or stolen during business travel;
- dress / suit hire for business functions; and
- purchase of raffle tickets / competitions entries at business functions.

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## 13 TRAVEL ADVANCES

### 13.1 *Cash Advance:*

Cash advances are not permitted by the IWFM and the corporate credit cards must not be used to withdraw cash from ATMs.

### 13.2 *Foreign Currency:*

Whilst on international travel, foreign currency can be obtained from any Bureau de Change which provides you with a valid receipt. Failure to use such establishments may result in excessive commission costs to the Institute and an explanation will be required. All foreign currency spend must be reconciled and recorded at the rate obtained at time of purchase. Foreign currency spend on credit cards will automatically be converted to the sterling equivalent and this is the value to be included on the expense claim form.

Should you require, Head Office Finance Team can arrange for foreign currency prior to your travel. Please provide enough notice of your currency requirements should you wish to use this service.

## 14 NON-EMPLOYEE/NON-VOLUNTEER TRAVEL

### 14.1 *Job Applicants:*

Travel costs to and from IWFM Head Office for attending an interview would not normally be reimbursed. Any exceptions to this would need to be authorised by the CEO.

### 14.2 *Consultants:*

Reasonable disbursements are allowable for consultants, but the authorising officer should ensure any disbursements claimed fall into line with this policy.

### 14.3 *Spouses / Partners / Family Members:*

IWFM does not reimburse expenses incurred by a spouse / partner / family member traveling with an employee/volunteer. If an individual incurs higher room rates due to a spouse / partner / family member travelling, they should only expense the single occupancy rate. The claimant will be required to pay any costs in excess of the single occupancy rate.

## 15 COMBINING PERSONAL TRAVEL WITH BUSINESS TRAVEL

If a IWFM employee/volunteer extends a business trip for personal reasons, the individual is responsible for paying any expenses incurred due to that extension. This includes paying hotel / airfare costs in excess of what the costs would have been if the individual had not extended the trip.

## 16 EXPENSE REIMBURSEMENT AND REPORTING

### 16.1 *Submission of Cash Expenses (Appendix A and B):*

It is the responsibility of the individual submitting the form to ensure all cash expense claims follow IWFM Policy. All forms must be authorised by an appropriate person prior to payment being made to the individual. Authorisation required is as follows:

*CLAIMANT*

*APPROPRIATE AUTHORISER*

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## IWFM Staff:

Non-management	Line Manager
Management	Head of Department
Head of Department	Executive Director
Executive Director	CEO
CEO	Board Chair

## Volunteers:

Committee Member	Committee Chair
Committee Chair	Head Office (via Finance Department)
Members' Council	Head Office (via Finance Department)
Non-Executive Director	Head of Finance / CEO
Board Chair	CEO and Head of Finance

Cash expenses must be submitted to the Finance Department on a regular monthly basis, authorised by the relevant approver by the 15<sup>th</sup> of the following month. A period of six weeks may be allowable (to cover potential holidays). Expenses not submitted within this period will be deemed to be outside the Policy and may not be paid.

Valid VAT receipts / invoices must be submitted attached to the claim form to enable VAT reclaim.

Cash expense claims submitted later (six weeks after the month of expenditure) will NOT be reimbursed unless authorised by the CEO. It is the responsibility of the individual to seek appropriate approval prior to submission to the Finance Department. Employees regularly submitting claims outside this timescale may be monitored by the Finance Department, resulting in non-payment of expenses at the discretion of the CEO.

Cash expenses will be processed and any amounts owed will be paid during the regular payment runs that take place every other week.

### 16.2 *Submissions of Corporate Credit Card Expenses:*

The credit card company will, on a monthly basis, send one copy of the statement to the card holder's home address and another copy to the Finance Department.

The card holder should attach the original VAT invoice / receipts to the statement and include any additional information required to support the expenditure in line with this expenses policy. At this point, if there are any discrepancies on the statement, these must be resolved by the individual with either the merchant or the credit card company.

The fully itemised credit card expenses statement, along with the original VAT invoice / receipts must be submitted to the Finance Department within 15 days of the end of the relevant month. The Finance Department will then arrange for the expenses to be appropriately authorised.

Any expenses which do not arrive by this date are entered on a "late list". A reminder of late statements will be emailed at the end of each month. Failure to submit fully expensed statements within one month of the original due date will result in the credit card being placed on 'stop'.

- First time on stop – communication will be sent to employee and employee's Manager requesting immediate submission of the outstanding statement and confirming Policy requirements;

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- Second time on stop – credit card will be cancelled and the employee will return to cash expenses. The employee will only be granted a replacement card after six months, but this is at the sole discretion of the CEO.
- Completed credit card receipts and itemised statements not submitted to the Finance Department within two months of the statement date may be deducted from the employee's salary and/or reported to the Audit Committee Chairman. IWFM staff will be notified in writing prior to the payroll date.

It is the responsibility of all credit card holders and their Managers to ensure absences from work do not affect submission of credit card statements. If there are exceptional circumstances that will delay submission, please contact the Finance Department. It is also the credit card holder's responsibility to ensure that their statements are submitted within the time limits.

Please note you should inform the credit card company and the Finance Department / HR Department of any change of address or name immediately.

The completed form may be audited for adherence to the company policy and for the relevant approvals. Personal spending on company credit cards must be repaid by personal cheque immediately.

When two or more employees have a shared responsibility for an expense (eg attending the same business meeting or entertainment event), the shared expense should be charged and reported by the highest-ranking employee from the Department to be charged.



## TRAVEL AND EXPENSES ACCEPTANCE FORM

Compliance Signature Form

Effective: 1 January 2012

APPROVERS: Audit Committee / Governance Committee

I have received and read the Travel and Expenses Policy and confirm that I will comply with policy set by IWFM and understand that failure to adhere to the policies set out in this document may lead to disciplinary action.

For Mileage Claims – It is the driver’s responsibility to ensure their personal vehicle is appropriately insured for business cover, roadworthy, taxed, has a valid MOT and is registered. All drivers making a claim must confirm they are not disqualified from driving at the time the expense was incurred, and in addition, IWFM employees will be required to provide a copy of their driving licence annually.

Signed: ..... Date:.....

Print Name: .....

Department/Committee: .....

Bank Name..... Sort code.....

Account number.....

Please complete this page in full and return it to the Finance Department, IWFM, Number One Building, the Causeway, Bishop’s Stortford, Hertfordshire, CM23 2ER, so that your card statement / cash expenses can be processed.

*Failure to submit this signed form may result in a delay to your expenses being reimbursed.*





## TRAVEL AND EXPENSES POLICY

### Appendix C

#### Key Dates

Cash Expenses: All claims due to Finance Department by the 7<sup>th</sup> of every month to ensure inclusion in payment run within the same month.

**An electronic copy of the expenses claim form can be obtained by contacting the Finance Department at Head Office.**

Credit Cards: All reconciled statements due to Finance Department by the 15<sup>th</sup> of every month.

Missing statements will be chased last working day of each month.

## Contact us

Any queries about the contents of the policy please contact:

### Head of Finance

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