

EXPENSES POLICY

From time to time it is necessary for members to undertake journeys, perform some duty or purchase something on behalf of Autscapes that may incur a personal expense.

Our Policy is:

To make clear the principle of the Expenses policy

To make clear what Autscapes permits as expenses

To make clear what Autscapes allowances are under the Expenses policy see **Appendix I - Allowances**

To make clear the procedure for claiming an expense

To publicise the existence of the Expenses policy

To gather information to help us improve what we do

Principle

The governing principle is that expense claims should put you back in the position you would have been in had you not needed to travel, perform another duty or purchase something for Autscapes.

A person making a claim for an expense should not profit from that claim. To do so will make the claim and the claimant subject to an inquiry by the board and the expense will not be valid.

Permitted Expenses

Autscapes will only cover expenses that are agreed by the board in advance except in extraordinary circumstances which are limited to an Autscapes event being jeopardised should the cost incurred not be met instantly. Only board members may act in extraordinary circumstances and all such extraordinary circumstances should be justified to the rest of the board at the earliest opportunity.

In situations where the exact cost isn't known, expenses can be approved on an estimated amount.

Autscapes will cover the cost of items purchased for use by Autscapes members that have not previously been budgeted for.

Autscapes will cover the cost of any ancillary payments that occur through the course of undertaking Autscapes duties or responsibilities. Eg. Road toll fares,

Autscapes will only cover any expenses incurred through having to undertake a journey on its behalf up to the allowed amount set out below under Allowances. See **Appendix I - Allowances**

The board can at its discretion authorise travel outside of the allowances set out at **Appendix I - Allowances**, if it is in the interest of Autscapes to do so.

Autscapes will only permit people to claim for fuel used in personal cars if the car is insured for business purposes.

No contribution is given towards the cost of railcards or discount vouchers.

Autscape will not cover the cost of a journey to and/or from an Autscape Event of the person who is also going to be a participant at that event. Separate rules apply for presenters who may or may not get the cost of their journey to an Autscape Event included in their agreement to present.

Confidentiality

All information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

Monitoring and Learning about Expenses

Expenses and Allowances are reviewed periodically to identify any trends which may indicate a need to take further action.

Responsibility

Overall responsibility for this policy and its implementation lies with the board of trustees.

Review

This policy is reviewed regularly and updated as required.

Adopted on ?

EXPENSE CLAIM PROCEDURE

Authorisation in advance

Authorisation for the expense should be agreed in advance by the board except in the extraordinary circumstances detailed above.

To request authorisation the board need to know:

The exact nature of the expense needing to be claimed. Eg. A journey, an item, whether it includes any Allowances. **See Appendix 1 - Allowances**

The actual or estimated cost (Note: Claimants must be able to show evidence where required)

The board will vote and a majority for will approve the request

The expense will not be allowed if the board vote against.

If the board approve the request all receipts must be submitted to the Treasurer at the earliest opportunity.

Note: where private cars have been used evidence of appropriate insurance must also be submitted.

The Treasurer will then reimburse the expense to the claimant.

Unauthorised in advance

When it has been impossible for a board member to gain authorisation in advance of an expenditure the board must be informed and retrospectively agree that the expense is justified.

The board need to know the following information:

The exact nature of the expense needing to be claimed. Eg. A journey, an item, whether it included any Allowances. **See Appendix I - Allowances**

The actual cost (Note: For allowances you must be able to show available evidence where required)

The reason why the claim couldn't be authorised in advance i.e. The circumstances under which the claim arose

The impact on Autscope if the expense had not taken place

The board will vote and a majority for will approve the request

The expense will not be allowed if the board vote against.

If the board approve the request all receipts must be submitted to the Treasurer at the earliest opportunity.

Note: where private cars have been used evidence of appropriate insurance must also be submitted.

The Treasurer will then reimburse the expense to the claimant.

Appendix I - Allowances

Following are the allowances made for undertaking a journey on behalf of Autscope

I. Travel

Ia. Travel by public transport:

Travel must be by the most cost-effective form of transport.

Where possible Autscope business should be arranged so that travel can take place in off-peak periods.

Autscape will only reimburse the cheapest available tickets (e.g. the appropriate rail saver or supersaver or the cheapest available flight).

Autscape will only pay the standard class fare for a journey except in circumstances whereby a first class fare is cheaper. Note: evidence in this case is required e.g. A screenshot. It is preferable if tickets are booked in advance to get the best fare. If the claimant is in possession of a railcard it should be used.

Taking a bus or coach service is preferred to using a taxi. Taxis should be preserved for routes which are either unsafe or unacceptable e.g. A 10 minute journey by taxi taking an hour by bus because there is no direct route.

Deviation from the above is allowed as a preference but the difference incurred through any extra costs above the standard cost will not be met. E.g. By preferring to take a taxi when a bus is available, only the bus fare will be reimbursed.

For group travel, Autscape requires a group fare to be purchased if it is cheaper or taxis to be shared if possible.

If a season ticket is used a proportion equivalent to the cheapest ticket may be claimed providing the season ticket is not paid for by a third party.

1b. Travel by private vehicle:

Milage amount of 45p per mile. (25p by motorcycle). If two or more people share the car the milage is still only 45p per mile. The amount paid is the point to point charge unless a detour was made either through necessity, navigational error, or to pick up another.

Car sharing with another is preferable to paying for two cars.

If a public transport route is cheaper then a journey by car, only the public transport fare will be reimbursed.

If more than one person share a car the claim is limited to one person who must be the car owner/driver.

2. Food and Drink

2a. Out for a whole day - 24 hours.

Amount that can be claimed £30

Estimate spending

Breakfast: £7 (price taken from Travel Lodge website)

Lunch: £5 (eg Boots meal deal)

Dinner: £15 (e.g. Travel Lodge special, Nando, Pizza Express, weekday chinese/indian buffet)

Drinks/snack: £3.

The claimant must subtract roughly what they would usually spend on food in a 24 hour period from the claim. Proof is not required but expected of claimants on trust. Autscape recognises that people have varied diets and therefore what claimants usually spend on food can differ. However, for this reason Autscape is limiting the claim to prevent an accidental perk.

Claimants may go over the allowance, but are responsible for paying the difference.

Claimant may vary the above within reason. E.g. breakfast £3 and lunch £7. However, claimants may not save food allowances up for the purpose of one expensive dinner.

1b. Under 24 hours.

If out and about for over 3 hours - £3. (one drink)

If out and about for over 6 hours - £8 (drink and lunch)

If out and about for over 8 hours - £10

If out and about for over 14 hours - £23

If out and about for over 24 hours - £30 (see 1a).

1c. Inclusive food

If a venue is offering food and that is less expensive people are expected to take that unless there are good dietary reasons not to.

1d. Explanations.

Any additional hours are taken by adding. E.g. Out and about for 30 hours gives one 24 hour allowance and one 3 hour allowance. Hence £33.

3. Accommodation

Allowance

£40 for a single room excluding breakfast.

£60 per twin room excluding breakfast

It is preferred if two people are travelling that they use a twin room where possible although it will be understood that sometimes this won't be possible.

If a room is not available at the prices above then inform the board of the excess that is needed.

At times it may only be possible to find single accommodation for the same price as a twin as some establishments charge per room and not per person. If this is the case inform the board.

Autscape recognises that some people may wish to stay longer in accommodation than is necessary for Autscape's purposes and this is permitted. However, Autscape will not subsidise a holiday and for this reason it will not pay for any of the accommodation cost in these circumstances.

4. Hiring vehicles

The hired vehicle must be the most suitable size for the work being undertaken. A copy of the hire agreement must be submitted to the Treasurer

Fuel at cost

