

TalentEd

Expert teachers for **bright students**

Expenses Policy

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Overview

This document provides guidelines and establishes procedures for employees incurring travel, entertainment and related expenses while on charity business. Contractors will not normally be paid expenses, unless agreed in their scope of services.

The charity will reimburse all approved and reasonable expenditure incurred in undertaking charity duties. The guidelines enable controlled reimbursement to take place and indicate the evidence and the authorisation required.

Prior approval by the line manager is required for any amendments to this policy or its implementation.

TalentEd employees are expected to take into consideration that all funds are charitable funds and understand that expenses cannot be deemed to be extravagant. It is the Executive responsibility to ensure that costs are controlled. To set firm limits for every eventuality will always be difficult and will never suit every occasion or circumstance for expense reimbursement.

Supporting evidence

An expense claim must be submitted to the Bookkeeper and be supported by original receipts, invoices or similar and a completed claim form.

Each receipt or invoice should list:

- Description of goods/services supplied
- The total charge
- Supplier identity
- The date of supply

Overnight accommodation

Where possible, it is expected that employees will secure bookings through the TalentEd office so that negotiated discounts can be applied. If this is not possible, then a common-sense attitude to expense will be expected when making bookings.

Unless booked by the TalentEd office, hotel bills must be paid by the employee or trustee and a claim submitted.

Claims for meals must be reasonable and up to a limit of £15. Managers will not authorise any claims deemed to be extravagant. Alcoholic drinks will not be reimbursed.

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Overnight incidental expenses

When staying away from home overnight on business, it is recognised that employees will be likely to incur some expenses over and above the basic costs of bed and meals. The Charity will reimburse costs for drinks supported by receipt up to the current HMRC limits, which are:

- UK £5.00 per night

Business and staff entertainment

On submitting a claim for expenses relating to entertainment (staff or business) please ensure you have provided the business purpose, where the event took place, plus the name, status and charity of every person entertained.

Receipts must be provided. Where two or more Charity employees are engaged in entertaining, then the most senior person present should make payments due and claim in the usual way.

The Charity will reimburse all reasonable Business Entertainment of customers/suppliers outside the charity, such as buying coffee.

In most cases, the entire cost of an entertainment expense should be charged to the category 'Business Entertainment', including the costs of the staff member's meal.

Travel

Central team employees will cover their own cost to and from the central team office.

TalentEd will reimburse reasonable cost of employee's traveling outside of the office for charity business.

Trustees are entitled to claim travel expenses for attending meetings and when engaged on TalentEd business.

Public transport:

When using public transport, employees are expected to use the most cost and work efficient tickets. Costs of travel will be reimbursed up to the level of standard class fares..

Travel by car:

We will reimburse authorised car use at the rate of 45p per mile.

The charity will not be liable for any fines in connection with Road Traffic Act offences.

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Taxis:

TalentEd employees on business related travel are encouraged to plan their journey in advance. Taxi use should be exceptional and reimbursement of fares will only be made if alternative means of transport are not practicable.

Other travel-related costs

When traveling outside of the office for business, it is recognised that employees are likely to incur some expenses on food and drink. We will reimburse costs for food and drinks supported by receipt for those who are out of office for more than 4 hours. The limits for breakfast, lunch and dinner are £6, £8 and £15 respectively. Alcoholic drinks will not be reimbursed.

Training courses

Costs of attending authorised training outside London will be treated as for business-related travel.

Use of telephones and other equipment

Office phones or mobiles are strictly for charity business and are not for private use other than in an emergency.

All equipment supplied by TalentEd remains the property of TalentEd and must be returned if employment ceases.

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Expense form

Expense form to be filled for every claim made



Expense Claim Form

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Name	
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Date	Item description (e.g. Train ticket)	Reason for expense (e.g. SRM travel to Shenley)	Category (e.g. Travel)	School (if applicable)	Cost (£)

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