

Expenses Policy

Staff and Economic Associates may claim expenses in respect of money disbursed on charity business – usually travel and subsistence and expenditure on items for the office. Any purchase likely to exceed £100 should be cleared in advance with your line manager, Economic Associates should speak to the Director of Services. You are required to claim your expenses through Receipt Bank and provide receipts or other documentation for all expenditure. All expense claims will need approval from the Operations and Finance Manager. Economic Associates should also complete a PBE claim form which must be approved by the Director of Services.

1. Accommodation Costs

Please seek the advice from your line manager before booking any accommodation. Economic Associates should speak to the Director of Services.

2. Food and Refreshments

If PBE does not provide meals and refreshments, you may claim for the additional costs of food and refreshments bought when attending or travelling to a meeting. The maximum expenses are: Breakfast - £5; Lunch - £6; Dinner - £10. If appropriate, these expense limits may be combined, for example if you opt to have a small lunch and a larger evening meal. The limits include the cost of VAT and any gratuities up to 10% of the cost of the meal.

3. Private Car

If you use a private car, you may claim a mileage allowance. Please enter the details of the journey and the number of miles on the form. The rates of mileage allowances (in a tax year) are: First 10,000 miles - 45p per mile; Over 10,000 miles - 25p per mile; Passenger mileage - 5p per mile. You must ensure that you have sufficient car insurance cover and that your car is insured for Business Use as no liability can be accepted by PBE in the event of any accident, damage, injury or death.

4. Public Transport

Claims must be limited to the actual fare for all necessary travel on public business. First Class travel is not permitted. You can choose to upgrade to first class travel at your own expense.

5. Air

Air Travel is allowable when this is cheaper because of savings in subsistence allowances and official time or where the urgency of the journeys justifies the extra cost. Please seek the advice of your line manager before booking any flights. Economic Associates should speak to the Director of Services.

6. Taxi

Taxi fares are only payable where heavy luggage has to be transported to or from terminal stations, where there is no other suitable method of public transport or the urgency of the journey means that travel by taxi is the most suitable option.

7. Membership Subscriptions

PBE will not automatically pay for membership subscriptions, if you feel that they are required and are relevant to your role, please speak to the Operations and Finance manager. Requests will be dealt with on a case by case basis. Economic Associates are not eligible to claim for membership subscriptions.

8. Miscellaneous Expenditure

Please seek the advice of your line manager before incurring any miscellaneous costs. Economic Associates should speak to the Director of Services.

9. Corporate Debit Card

If you incur business expenses regularly and we have issued you with a corporate debit card, you must use it to pay for appropriate business travel, accommodation and entertainment.

You must not use the card for personal expenditure or to make cash withdrawals, unless given specific authorisation by the CEO or the Operations and Finance Manager, other than for foreign currency for a business trip.

Misuse of the corporate card may result in disciplinary action, including dismissal.