

Staff Expenses Policy

Policy

Healthwatch Derbyshire will reimburse employees for expenses wholly and necessarily incurred in the course of their work according to the following principles:

- Employees should neither gain nor lose
- Reimbursement is in accordance with the regulations of the HM Revenue & Customs (HMRC).

Subsistence allowances only apply in connection with Healthwatch Derbyshire business whilst working away from the office.

Staff may claim for all reasonable expenses incurred in the course of work for Healthwatch Derbyshire.

All expenses claim forms should be completed on a monthly basis and receipts should be provided covering all expenditure incurred.

Staff must ensure that they hold a current driving licence, have valid insurance cover and an MOT for the vehicle being used.

Guidance

1. Rail

Use the cheapest ticket available without causing undue inconvenience. Rail should be the first option for all journeys outside Derbyshire and immediate surrounding areas, unless:

- More than one person is traveling, when it may be cheaper to take one car
- Venue is inaccessible by public transport
- Time of meeting/work cannot be done by using the train
- Rail dispute/disruption to train service
- Need to carry heavy or cumbersome items
- Safety considerations (e.g. health reasons agreed with an employee's line manager, traveling alone at night or to an isolated place).

2. Car

All staff using their cars in connection with Healthwatch Derbyshire business must hold a current and valid driving license and ensure that their car is taxed, has an MOT and is insured for **Business Use**.

It is the responsibility of the employee to ensure this is in place before driving in the course of their duties for Healthwatch Derbyshire. All staff must produce a valid insurance certificate to evidence they have appropriate cover before any travel expenses will be paid, and ensure new copies are provided upon annual renewal. The status of all vehicles will be checked annually.

It is also recommended that staff have fully comprehensive cover, to ensure that vehicles are covered for all risks that might be encountered whilst conducting Healthwatch Derbyshire business.

Expenses claims must be for additional miles necessitated and should not include travel to or home from work miles. Such mileage is at the expense of the employee see Appendix 1.

Mileage rates

These rates are accepted by the Inland Revenue as reimbursement for business expenses incurred and so do not rise to any taxable benefit.

Motor cars and vans (they are the same for all engine sizes)

Rate per mile - for up to 10,000 miles of business travel	45p per mile
For over 10,000 miles of business travel	25p per mile
Additional passengers	5p/passenger per mile

This additional payment can only be paid if passengers are fellow employees who are also traveling in connection with Healthwatch business.

4. Subsistence

Subsistence allowance can be claimed for:

- Days worked away from the usual place of work, if lunch is not provided free of charge and it is not appropriate to take a packed lunch
- Days where staff are travelling a long distance (over 1.5 hours) to attend a work related meeting/event, the cost of a drink can be claimed for each journey to and from the venue
- Days where in excess of eight hours are worked. For example:
 - If you start work before 6.00am you may wish to claim for breakfast
 - If you finish work after 6.00pm you may wish to claim for an evening meal
- Staff can claim the actual money spent on a meal up to the maximum allowance (set out below) upon the production of a receipt
- No hospitality costs can be claimed by an employee unless prior permission has been granted by their line manager.

Breakfast rate £5
One meal (5 hour) rate £5
Two meal (10 hour) rate £10
Late evening meal rate £10

Breakfast rate

The rate may be paid where an employee leaves home earlier than usual and before 6.00am and incurs a cost on breakfast taken away from his home after the qualifying journey has started. If an employee usually leaves before 6am the breakfast rate does not apply.

5. Out of hours working (i.e. weekends and evenings)

When working after normal work hours, if it is your second work journey of the day, or it is at the weekend, the full mileage cost can be claimed for, i.e. deduction of the mileage travelling to and from the place of work is not relevant.

6. Parking

Healthwatch Derbyshire will pay car parking costs incurred whilst staff are conducting business for Healthwatch.

Employees are responsible for any fines or penalties incurred.

7. Bus

Full fares can be claimed for all journeys whilst staff are conducting business for Healthwatch.

8. Taxi

Use of taxis should be limited, but can be claimed if in connection with Healthwatch business, and it is not possible to walk, car share or use other methods of transport.

Signed:



Healthwatch Derbyshire chair

Date: Aug 2021

This policy was adopted by the Board on the 14th August 2017 and reviewed August 2019, August 2021,

Next review due: August 2023

Appendix 1

If you are traveling from home to a meeting, engagement activity, or training, only additional mileage above normal to and from work mileage should be claimed. This also applies to time.

