

LINDSEY LODGE HOSPICE & HEALTHCARE

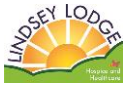
EXPENSES POLICY

Travel and Subsistence Rates



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1. Introduction

This policy applies to all Hospice staff including Trustees/Directors /team leaders and medical staff, and sets out arrangements for reimbursement of travel and other expenses incurred whilst employees are engaged upon authorised Hospice business.

Paragraph 2iv sets out the particular provisions in relation to volunteers.

Mileage and subsistence rates will be paid to reflect the rates set out by HMRC and will be reviewed on an annual basis by the Hospice's Workforce committee.

The purpose of the policy is to ensure value for money in respect of the Hospice's expenditure on travel and subsistence and to inform the workforce of the procedures to be undertaken when booking and claiming travel and subsistence.

In line with a commitment to environmental sustainability, staff are encouraged to minimise where practical the environmental impact of business journeys through the use of public transport and car sharing. Staff should always consider value for money; inappropriate or excessive claims will be challenged and where relevant the Hospice may reject claims for reimbursement.

2. Responsibilities and Accountabilities

2.1. Chief Executive Officer.

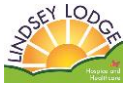
The Chief Executive has ultimate responsibility for the implementation of this policy and for overseeing its effective application.

2.2. Directors/Managers/Team leaders.

Individual Directors/managers/ team leaders have responsibility for checking claims and ensuring timely sign off.

2.3. Employees and Volunteers

Individuals have a responsibility for the integrity of their expense claims and for submitting claims within the agreed timescale. Training on how to complete an expenses claim form must be completed as part of the induction process for all new staff and volunteer drivers.



2.4. Volunteers - out of pocket expenses.

It is recognised by the organisation that the vast majority of volunteers who support the Hospice do not wish to be reimbursed for out of pocket expenses. However should a volunteer need/want to claim out of pockets expenses they should discuss with their Line Manager at the earliest opportunity. The matter will be considered by the Line Manager in order to determine whether reimbursement should be processed. For example, it may not be reasonable to recruit a volunteer who is choosing to travel a long distance to volunteer thereby creating an unnecessary cost to the hospice. Each case will be looked at on an individual basis to ensure that individual volunteers are treated reasonably and that Hospice funds are managed appropriately in this regard.

3. Eligible mileage

Employees will be reimbursed for miles travelled in the performance of their duties which are in excess of their home to agreed work base return journey. If an employee's first business visit of the day requires travel to a location that is different from the designated work base, mileage from home may be claimed less a mileage deduction from normal home to designated work base.

Rates per business miles		
Type	first 10,000miles	above 10,000miles
Cars and vans	45p*	25p
Motorcycles	24p	24p
Bikes	20p	20p

A journey will qualify as business mileage for taxation purposes as long as it's not an individual's normal home to work base commuting journey. Also if the journey is essentially the same as your normal journey (if you are attending a meeting in the same area as your normal place of work) this will not be reimbursed as it will not qualify as a business journey. It should be underlined that an individual's normal commuting journey to their usual place of work can never qualify as business mileage.

- An additional 5p per mile for the carriage or one or more passengers who are Lindsey Lodge employees/volunteers can also be claimed.



4. Change of work base

Hospice staff who are required to work at an alternative site on either a temporary or permanent basis may claim the additional travelling costs to and from work. Staff who are required to change their base of work on a permanent basis will be able to claim their excess travelling costs for a period of up to 12 months.(These expenses are taxable).

5. Bank Staff within Retail roles

Bank retail staff who are required, on occasion, to travel outside of a 10 mile radius from their home to provide cover to meet organisational needs within retail outlets will be eligible to claim excess travelling expenses for any distance above 10 miles.

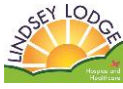
6. Procedure & Administration

Employees are required to apply for reimbursement by way of the Hospice claim form signed by the line manager and submitted on a monthly basis to the finance department. Expenses should be claimed within 3 months of the expenses being incurred. Claims submitted beyond that time to the finance department may be rejected and not reimbursed. Claimants are required to keep a record of all journeys in respect of which they have or intend to claim expenses for mileage.

Claimants should use free parking facilities wherever possible. The Hospice will reimburse reasonable costs for parking charges provided these are receipted. Any abuse of the expenses policy may be deemed to be gross misconduct resulting in summary dismissal, and the processes and policies set out in the Hospice's Disciplinary policy and procedure will be applied.

7. Study leave/accommodation and other expenses.

It is recognised that on occasions staff may incur expenses in the course of hospice business through attendance at conferences/courses or other training, networking events. It is anticipated that all such costs will be agreed in advance by the appropriate line manager and bookings for attendance at such events booked centrally through the offices of the Chief Executive's PA to enable effective management and recording of all such activities. In circumstances where, because of time constraints, arrangements cannot not be co-ordinated through the offices of the Chief Executive's office, individuals should seek advice from either the Deputy or Chief Executive directly prior to any costs being incurred.



8. Day subsistence rates

8.1. Breakfast rate.

The rate may be paid where an employee leaves home earlier than usual and before 6am and incurs a cost on breakfast taken away from home after the qualifying journey has started. If an employee usually leaves before 6am the breakfast rate does not apply. Breakfast rate is an amount up to £5.

8.2. Late evening meal rate.

This rate may be paid when the employee has to work or is on hospice business later than usual and finishes work after 8pm having worked their normal day and has to buy a meal before the qualifying journey ends which they would usually have at home. Late evening meal rate is an amount up to £10

8.3. One Meal (5 hour) rate

The rate may be paid where the employee has been undertaking qualifying travel for a period of at least 5 hours and has incurred after the qualifying journey has started. One meal (5 hour) rate is an amount up to £5.

8.4. Two meal (10 hour) rate

This rate may be paid where the employee has been undertaking qualifying travel for a period of at least 10 hours and has incurred the cost of a meal or meals. Two meal (10 hour) rate is an amount up to £10.

These daily allowances should be limited to 3 meal rates a day over a 24 hour period. These rates are for use in exceptional circumstances only and are not intended for employees with regular early or late work patterns.



REFERENCES:

HRMC mileage and subsistence rates - GOV.UK
 Study Leave policy

Lead Author of Policy – Jane Lacey-Hatton, Workforce Manager

Responsible Sub-group – Workforce (HR) Subgroup of the Board

RATIFICATION DATE:

Review interval: 3 years or sooner if required.

To Be reviewed	Review completed	By	Approved By	Circulation
June 2021	February 2022	JLH	Workforce Committee	L: Policies, Guidelines & Procedures
Feb 2025				