



Policy & Procedure

Expenses Policy

1. Travel Allowances

The travelling allowances payable are designed to ensure that you are fairly compensated for additional expenditure genuinely incurred whilst on UKDS business away from your home or normal work base.

UKDS does not accept responsibility or liability for reimbursement of any fines or penalties incurred whilst you are on UKDS business.

2. General travel arrangements

The most cost effective mode of transport should be used whenever possible. Public transport should be used if it is cost effective and convenient. UKDS will pay standard class rail fare and people should use saver fares where possible.

If travelling by car you should take the most cost effective route, unless there is a genuine reason for using an alternative route (eg road diversions).

If possible you should try to share transport with colleagues.

Reasonable car parking fees incurred will be reimbursed on provision of a receipt.

If it is necessary to travel by private car UKDS will pay 40 pence per mile. 11 pence per mile is payable for motorcycle use and 7 pence per mile for bicycles.

3. Motor Insurance

You must hold a valid driving licence and ensure that the motor insurance policy covering your use of the vehicle, whether it is insured in your name or someone else's, covers you for business or social (in case of Trustees/Directors).

4. Meals

The following criteria must be considered in claiming for meals;

- Were you working for a full day away from your normal office base?
- Were you away for a full day from your home area?
- Were you working outside your usual agreed hours?
- Was it necessary to incur additional expenditure to purchase a meal whilst on UKDS business?
- Were you prevented from following your normal meal arrangement?

Breakfast

When leaving home, or away from home, prior to 7.30 a.m. £4.50

Lunch £6.50

Tea When arriving home, or away from home, after 6.30 p.m. £2.50

Dinner When arriving home, or away from home, after 8.30 p.m. £8.50

Tea and Dinner cannot both be claimed for in the same day.

When claiming breakfast or evening meal please state time of leaving and arriving home.

5. Receipts

Claims for expenses must be accompanied by receipts, submitted monthly and passed for approval to the designated officer (Depending on Authorisation levels – this may be the UKDS Development Manager or one of the Officers of the Board).

6. Overnight accommodation

Prior approval from your line manager / Board Member must be obtained for all overnight accommodation costs and realistic costs should be obtained.

7. Claims procedure

Complete a expenses form attached to a finance form for approval by your line manager Board Member, attaching all necessary receipts. Expenses are paid with 4 weeks of receipt.

Complete an expenses form (travel) attached to a finance form (all other expense claim) for approval by the designated officer, attaching all necessary receipts. Expenses will be paid within 4 weeks of receipt.