



# LINDRIDGE ENTERPRISES

*Creating Opportunities*

## Lindridge Enterprises Expenses Policy

### **Section 1: Purpose and Scope**

- The objectives of the policy
- Who the policy applies to

The objective of the policy is to set out the rules relating to which expenses can and cannot be reimbursed. The policy is intended to provide claimants with the necessary guidance to help them prepare and submit valid expense reports and claims.

The policy applies to all permanent staff, staff on fixed term or temporary, agency staff, contractors and Trustees who incur reasonable and authorised expenses on behalf of Lindridge Enterprises.

### **Section 2: Organisational expectations**

- What is expected from all staff in order to get reimbursed
- What procedures and tools claimants should use

Claimants must ensure expenses are economical, efficient and effective to avoid the Lindridge Enterprises incurring unnecessary expenses.

Authorised signatories are required to be diligent in their review of an agreement to expenses claimed.

Expenses are subject to regular internal and external audit. Therefore, compliance with the rules is essential. Failure to do so may result in reimbursement being delayed or even declined.

Lindridge Enterprises will consider submitting false claims as a serious offence and a breach of ethical standards.

Expenses must be submitted within 4 weeks of being incurred, though you are encouraged to submit them as soon as possible.

Expenses should be checked against the policy and all supporting documents, typically a receipt that identifies the expense and proves payment, should be provided. A credit card statement is not an acceptable proof of purchase.

Claimants should properly document the purpose of each expense.

Expense claims will be paid within 2 weeks of receipt of an expense report, if everything is in order.

### **Section 3: Travel related expenses**

This section covers basics such as:

- What represents appropriate travel
- What mileage rate to apply
- How parking charges are dealt with

Travel should be by the most economical means of transport.

Journeys between home and work are not considered business travel and therefore cannot be claimed.

The current mileage allowance rate is 40 per mile for the first 10,000 miles and 25p thereafter. Mileage should reflect the actual mileage driven using the most direct route.

Mileage reimbursement covers fuel, insurance, maintenance and repairs. Therefore, those won't be reimbursed separately.

Details of the journey, including reason for the journey, date, starting point and destination, should be added to the claim.

It's the responsibility of the claimant to use a vehicle that is roadworthy and sufficiently insured.

Lindridge Enterprises will reimburse parking expenses when a supporting receipt is submitted, however, parking fines or other fines won't be reimbursed.

### **Section 4: Accommodation**

This section gives guidance on:

- The type of hotel to book
- The price range for what is acceptable.
- Whether the company reimburses internet fees and the use of personal phone for job related calls

When traveling, it is expected that the claimant should arrange accommodation in a reasonable quality hotel. A 3 to 4 stars hotel is considered reasonable.

Items such as alcoholic mini-bar drinks, private telephone calls or movie hire will not be reimbursed.

Claimants may claim internet costs when in hotels if it is necessary for work.

It's mandatory that staff inform in advance their direct manager of any overnight stay and also share a detailed itinerary with them.

## **Section 5: Food and entertainment**

This section explains how meals will be reimbursed:

- What is the allowed limit for breakfast, lunch and dinner
- What are the rules with regards to alcoholic drinks

Staff are entitled to claim the cost of meals taken while on a pre-agreed business trip. The maximum amount allowed is £15 per meal (could be more detailed based on time, distance, location).

On some occasions, for legitimate business reasons, employees or Trustees may need to entertain a client or supplier. A description of the purpose of the expense should be provided as well as the names and roles of the guests.

Lindridge Enterprises will not reimburse the cost of alcoholic drinks.

## **Section 6: Miscellaneous expenses**

This section can be updated regularly as you come across cases that need written guidance.

You can apply for a cash advance if a significant out-of-pocket expense will be incurred.

The following miscellaneous expenses are acceptable:

- Professional membership fees when relevant to the claimant's job and agreed with direct manager