

# Expenses policy



The expenses process is for the reimbursement of reasonable travel and subsistence incurred by Board members and staff in performing their duties. Corporate expenditure should be processed through the purchase ledger system or in an emergency using the company credit card. **All personal expenses claims are to be submitted within ONE month of the expense being incurred.** Reasonable expenses expenditure is set at:

SUBSISTENCE	UK	OVERSEAS
<b>Breakfast</b> – when working away from home overnight / business trip. Reasonable expenses up to	£15	£20
<b>Lunch</b> - when working away from home overnight / business trip. Reasonable expenses up to	Not applicable	£30
<b>Dinner</b> - when working away from the Office beyond 9pm / business trip. Costs for alcohol will <b>not</b> be reimbursed. Reasonable expenses up to	£20	£35
<b>Hotel Accommodation</b> – Value for money must be sought at all times. Staff and Board members should endeavour to keep costs below stated allowances. Extras such as newspapers, minibar and entertainment costs will <b>not</b> be reimbursed.	£200 per night	£300 per night
<b>TRAVEL</b> Public Transport (Train, tube, tram, bus, hire bike, light rail)	<p>Actual costs incurred only may be claimed.</p> <p>Board members may claim travel expenses for all ReLondon business other than travel from home to their normal place of work or vice versa.</p> <p>Staff may not claim expenses for journeys between their home and their normal place of work (usually ReLondon offices)</p> <p>When travelling directly from home to other locations, staff may reclaim additional actual travel costs incurred over and above those costs usually incurred travelling from home to the normal place of work</p>	

	<p>(and vice versa) travelling by public transport.</p> <p>Additional costs incurred travelling to and from the ReLondon Office to other locations on ReLondon business may be claimed.</p> <p>Rail travel must be standard class. Upgrades to First class travel may be paid personally but are not reclaimable</p>	
<b>Taxis</b>	Taxis are only to be used in exceptional circumstances when other public transport is unavailable or impractical, actual costs only be claimed	
<b>Mileage</b> Using HMRC guidelines – for Cars <a href="#">45p/mile</a> and for Bikes <a href="#">20p/mile</a>  Complete the car / bike mileage expenses form available on Roots (ReLondon’s intranet site) or contact Finance team for a copy of form	<b>CAR</b> You can only use your car where reasonable public transport is not available and you have valid business insurance cover	<b>BIKE</b> You can use your bike as an alternative to public transport and you have valid business insurance cover
<b>Foreign Travel</b>	Travel costs incurred (ticket price) plus travel to/from airport is reclaimable	
<b>OTHER</b>	<p>If you have any queries about eligibility of expenses for reclaim, please consult the Finance team or Director of Operations and Governance</p> <p>When claims / receipts in foreign currency are submitted for processing, staff should provide copy of bank / credit statement showing transactions deducted in pounds (£). Copies of bank / credit card statement will be uploaded with expense claims to the finance systems.</p>	

	<p>All expense claims should be submitted to ReLondon Accounts payable mailbox with receipts, description of expense and project code(s)</p>
<p>Expenses incurred for external Organisations / partners</p>	<p>When an external organisation has agreed to reimburse a ReLondon member of staff for travel, hotel accommodation expenses incurred, it is the responsibility of the staff member to claim these directly with the organisation.</p> <p>It is advisable for the member of staff to check with the organisation paying for their expenses, what is required and any deadlines for submitting expenses.</p>

## Examples

<p>A member of staff lives in outer London and travels to work by underground.</p> <p>On occasion he/she travels directly by underground from home to an event in Marble Arch and then returns home.</p>	<p>As no additional cost is incurred in travelling to Marble Arch rather than the ReLondon office, no claim for the journey may be made.</p>
<p>A member of staff lives in outer London and travels to work by underground.</p> <p>On occasion he/she travels directly by underground from home to an event in Marble Arch and then travels to the office before travelling home at the end of the day.</p>	<p><i>If</i> there is an additional cost incurred for the journey from Marble Arch to the office this portion of the cost of the journey may be claimed.</p> <p>e.g. If the cost of daily travel to and from the office from home is less than the daily Oyster pay as you go charge cap, the additional amount may be claimed.</p> <p>If the member of staff holds a travel card, there is no additional cost so no claim can be made.</p>
<p>A member of staff lives in outer London and usually travels to work by bicycle.</p> <p>On occasion he/she travels directly by underground from home to an event in Marble Arch and then returns home.</p>	<p>As no additional cost (above the cost of travelling by public transport) is incurred in travelling to Marble Arch rather than the ReLondon office, no claim for the journey may be made.</p>
<p>A member of staff who lives close to the office and usually walks to work has to go directly from home to an event in Marble Arch.</p>	<p>As there is no usual public transport cost for travel to work from home, the additional cost of travel to Marble Arch may be claimed.</p>
<p>Approved</p>	<p>Jo Rogers June 2024</p>