

Healthwatch Cambridgeshire and Peterborough

Expenses Policy

Healthwatch Cambridgeshire and Peterborough recognises that employees may incur expenses through the normal course of their work. This policy aims to clarify what can be claimed as expenses thereby ensuring that the employee is not left out of pocket.

An expenses claim form must be completed, signed and approved by line manager and accompanied by receipts as far as possible for all expenses claimed. All claims will be dealt with in a timely manner and paid into the employees normal banking account (as per salary payment). Expenses need to be claimed within three months of expenditure.

Travel costs and other expenses for homeworkers are covered separately in the Healthwatch Cambridgeshire and Peterborough Home Working Policy.

Healthwatch will pay out of pocket expenses when accompanied by receipts for:

- Refreshments when attending an agreed event or meeting on behalf of Healthwatch approved by line manager in advance
- Lunch up to the value of £6 where an agreed event or meeting is extended and does not provide this
- Mileage when a private vehicle is used to and from an agreed event, training or meeting, including excess miles incurred over and above regular commuting to and from the office
- Travel time to and from an agreed event, training or meeting when this is undertaken during the course of normal business hours, or outside hours if pre-agreed by line manager
- Parking expenses when a supporting receipt is submitted, however, parking fines or other fines will not be reimbursed
- Public transport costs, for train travel this will be standard second class, where this is used in place of a private vehicle to attend an event, training or meeting approved by line manager in advance
- If an employee carries any other employees in their own vehicle on business travel, that employee can claim 5p per passenger per business mile. The passengers must be employees and they must also be travelling on business journeys

- Relevant journal subscriptions approved by line manager in advance
- Hotel expenses when attending events, training, meeting or conferences on behalf of Healthwatch Cambridgeshire and Peterborough approved by line manager in advance
- Any other unforeseen expense incurred in the course of their work and approved by line manager.

The current mileage allowance rate is 45p 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 costs will not be reimbursed separately. It is the responsibility of the claimant to use a vehicle that is roadworthy and sufficiently insured.

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

Healthwatch Cambridgeshire and Peterborough does not pay:

- The cost of normal commuting - travel from where you live to the office base. Business mileage refers to journeys you undertake in the course of your work, with the exception of your regular commute. Journeys between an employee's home and work are not considered business travel and therefore cannot be claimed
- The time spent by an employee travelling from their home to or from their office base as this does not count as 'working time' under the Working Time Regulations 1998.

Approved by Healthwatch Cambridgeshire and Peterborough Board of Directors

Date: January 2019

Responsible Officer

Chief Executive Officer of Healthwatch Cambridgeshire