



WILLIAMSBURGH
HOUSING ASSOCIATION LTD

Staff Expenses Policy and Procedure – April 2023

| Creation Date | Reviewer(s) | Review Date |
|----------------------|--------------------|--------------------|
| July 2022 | Corporate Services | April 2023 |
| Jan 2023 | “ “ | April 2024 |

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1. Summary

Williamsburgh Housing Association (WHA) understands that on occasion, employees will incur expenses whilst carrying out their role and must be reimbursed. The policy sets out the expectations and procedures for WHA reimbursing work related expenses.

2. Principles

Staff members of WHA will neither be financially advantaged nor disadvantaged as a result of incurring genuine business expenses.

- Employees' will travel to and from their normal place of work in their own time and at their own expense.
- WHA will reimburse costs of any necessary travel made on its behalf, over and above normal travel to work.
- Travel must be by the most cost-effective mode of transport, taking into account journey time and route as well as monetary cost.
- Any discount obtained in the course of incurring an expense must be included in any subsequent claim submitted.
- Expense claim forms must be completed and sent electronically together with appropriate receipts to your line manager/head of section for authorisation.
- Authorised expense claims sent on to the Finance department. Payment will be included in monthly wages.
- Any breaches of this policy may result in disciplinary action in accordance with WHA's procedures.
- The policy will be reviewed by the Management Committee annually in advance of the new financial year.

3. Business Insurance

Employees permitted to use their own vehicle for business travel must have their vehicle comprehensively insured and specifically state for business purposes (not just commuting to a single workplace). A copy of the insurance certificate must be provided to WHA before travelling for business purposes takes place and expenses are submitted. Thereafter, copies of annual renewal certificates must be submitted.

WHA will not accept responsibility for any damage to an employees' car or for injury to the occupants whilst the car is being used for business purposes. WHA will not reimburse employees without evidence of valid insurance. Employees are solely responsible for ensuring the roadworthiness of the vehicle prior to any journey.

4. Travelling by own vehicle

Staff, who have permission to use their own vehicle for WHA business, are required to ensure they complete an annual declaration (Appendix 1) confirming:

- A current driving licence.
- A current MOT certificate (if applicable)
- Own vehicle is insured for business purposes (see section 3).
- Completed declaration confirming there are no adverse health/fitness effects that could affect their driving.

Failure to provide the annual declaration (Appendix 1) may result in WHA refusing permission to staff to use their own vehicle for business purposes OR withholding payment of travelling expenses.

See Appendix 2 for rates per mile. Rates are reviewed annually in line with HMRC guidance.

5. Essential Car User

An essential car user allowance (see Appendix 2) will be paid to staff that carry out a significant amount of business associated mileage (more than 1,000 miles per annum). Qualification for the allowance will be based on the prior year's mileage exceeding 1,000 miles, this is reviewed annually, at the start of the financial year.

6. Travelling by Taxi

Taxis should only be used with authority from your line manager when necessary and before every journey. Receipts should be retained for the fare only and submitted with the expense claim form. WHA will not reimburse any outlay by the employee in terms of a tip to the driver.

7. Travelling by Public Transport

Travel by bus, train or other public transport should only be by standard class. Where possible, tickets should be booked in advance to take full advantage of any discounts available on fares. All expense claims should be accompanied by tickets and/or receipts.

8. Travelling by Air

Where necessary, air travel is permitted by Any Person. Air travel will be refunded at economy class rates only. Where possible, tickets should be booked in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

9. Subsistence Allowance

Staff working 10 hours or more in any one day will be paid a subsistence payment at the appropriate rate (Appendix No.2).

Where an employee is on official duty out with WHA geographical area of activity for between 5 and 10 hours, one subsistence allowance may be claimed per day.

An employee required to be absent from home overnight on WHA business (other than seminars, conferences etc.) will be reimbursed reasonable out of pocket expenses on production of receipts.

10. Emergency Callouts

An employee called out to deal with an emergency will be compensated – see Appendix 2 for rates:

- Enhanced rate applies where the call-out is over the weekend / a public holiday or between the hours of midnight and 8.00 am.
- Basic rate applies at all other times.
- In addition to payment, T.O.I.L. will be granted at double time (minimum call-out 1 hour).

11. Corrective Eyewear

Where a staff member uses VDU equipment for the majority of their role, they can claim for a contribution towards corrective eyewear. If further eye tests result in a different prescription being prescribed, the allowance can be claimed again. The allowance can only be claimed on subsequent occasions when there is a change in prescription. Verification of the change in prescription must be submitted with the expenses claim via a letter from the optician that confirms the individual's prescription has changed and they require corrective eyewear for VDU use.

12. First Aid Allowance

If you are a trained designated first aider for WHA, then an allowance will be paid in your monthly salary at the current rates. (Appendix No 2).

13. Miscellaneous Expenses

Occasionally, other reasonable expenses incurred by employees that are not covered in this policy may be refunded by WHA. Each claim will be considered on its own merits without setting any precedent for the future.

APPENDIX 1

WHA Vehicle Declaration Form

| For Users of Company Vehicles | |
|--|--|
| I have a full and valid driver's licence | |
| I will report any faults/damage to the vehicle to the Administrator of the Health and Safety Committee, as soon as possible | |
| I know of no adverse health effects that may affect my ability to drive | |
| I am aware of the arrangements in place for obtaining assistance should the vehicle break down | |
| I am aware of the location of the safety equipment in the vehicle and know how to use it (having received appropriate training where required) | |
| I will not use my mobile phone whilst driving | |
| I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Administrator to the Health and Safety Committee | |

| For Users of Personal Vehicles on Company Business | |
|--|--|
| I have a full and valid driver's licence | |
| My vehicle is insured for business use, has a current MOT and is road-taxed | |
| I will maintain my vehicle in a roadworthy condition at all times | |
| I know of no adverse health effects that may affect my ability to drive | |
| I have/do not have (delete as appropriate) vehicle breakdown cover. Should I not have breakdown cover, I will be responsible for any costs associated with the repairing/pick up of my vehicle should it break down. | |
| I will not use my mobile phone whilst driving | |
| I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Administrator of the Health and Safety Committee | |

| | | | |
|------------------------|--|------|--|
| Employee's Signature | | Date | |
| Health & Safety admin. | | Date | |

APPENDIX 2

Staff Expenses: Rates

| ALLOWANCES | |
|---|-----------------------|
| | W.H.A. |
| | 6th April 2023 |
| Cars: | |
| Essential User Annual allowance | £1,549.00 |
| User Mileage per mile | 45p |
| Subsistence: | |
| On duty more than 10 hours | £18.91 |
| On duty 5-10 hours out with Area | £11.57 |
| First Aid: | |
| Annual Sum | £523.00 |
| Prescribed Spectacle: (Display Screen Equipment) | |
| | £104.33 |
| Call Out: | |
| Basic Rate | £47.29 |
| Enhanced Rate (If call out is over the weekend, public holiday or between the hours of midnight and 8.00 am) | £70.98 |

| Long Service Retiral | |
|-----------------------------|---------|
| 5-10 Years Service | £105.00 |
| 10-15 Years Service | £132.00 |
| 15-20 Years Service | £184.00 |
| 20 Years+ Service | £237.00 |

APPENDIX 3

Williamsburgh Housing Association Limited

Expenses Form

| | | |
|--------|--|--------|
| Name : | | Month: |
|--------|--|--------|

| DATE | DETAILS | AUTHORISED | MILES | TRAVEL | SUBSISTENCE | OTHER | TOTAL | |
|---|---------|------------|-------|--------|-------------|-------|--------------|---|
| | | | | | | | - | |
| | | | | | | | - | |
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| | | | | | | | - | |
| £0.4500 | | | 0 | 0 | 0 | 0 | | |
| | | | £0.00 | | | | | |
| I certify that the total claimed was incurred on Association business | | | | | | | TOTAL | - |

SIGNED

AUTHORISED

DATE