HND Children's Care
Care that comes to You

# Expenses Policy

| Version number: | Version 1 | Document owner: | HND Children's Care Ltd. |
|---|---|---|---|
| Version Date:<br>Review Date: | January 2026<br>January 2027 | Document ID number: | 8.8 Expenses Policy |
| Version expiry: | January 2027 | Document classification: | Final |
| Version status: | Live document | | |

**Contents:**



## 1. Travel Expenses:

Employees' travel to their normal place of work is not reclaimable, either in time or transport costs. Deduction of the first 25 miles from personal addresses should be made when travelling any single journey to and from work at a different location than an employee's usual base. Employees must deduct 25 miles from any single journey to or from work. When travelling between company sites the agreed mileage, is reclaimable. Mileage can only be reclaimed when travelling in personal vehicles and only by the driver of the vehicle.

For attendance at training, mileage allowance will be payable on any necessary single journey which is over 25 miles from employees' normal place of work. Mileage can only be reclaimed when travelling in personal vehicles and only by the driver of the vehicle.

Total mileage should be claimed when an employee uses their own car for any authorised company business.

All claims must be submitted to and authorised by a line manager on a weekly basis with the petty cash procedure. The amount, of which is identified within your contract (based upon an employee having business insurance), will be paid on the usual pay date only following submission of an authorised claim. All driving documents must be in place at head office for mileage claims to be processed.
For attendance at training and other necessary travel, HND Children's Care Ltd will reimburse the cost of any public transport which is additional to the normal cost of travel into work. The reimbursement will be paid on the usual pay date only following submission of an authorised claim.
No travelling time is payable for attendance at training.

Travelling time for travel to work at another home where the journey exceeds normal travel time to work by an hour or more may be reclaimed as one hour's Time Off in Lieu (TOIL) which, where possible, should be taken as part of the shift to be covered on the day. To be agreed with Manager.

### 2. Other Expenses:

If, for any reason, an employee has to cover the cost of an item for business or any other business activity, this amount is immediately reclaimable following manager's authorisation. It is the company's policy to reimburse you for necessary and reasonable expenses when directly connected with its business. You should obtain receipts for all expenses, wherever possible. You may combine business and private trips; however, you may only claim for business related expenses. You are expected to exercise prudent business judgement regarding expenses when submitting claims. You may not claim for:

- Tips
- Journeys or parts of journeys covered by a season ticket.
- Journeys made as a passenger in a private user car.

All expense claims will be reviewed by a manager. Employees who incur expenses are responsible for complying with this policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

**End.**