

RUTLAND FIRST CIC

**EXPENSES SCHEME FOR
BOARD AND STAFF
MEMBERS**

1. Introduction

- 1.1. Staff may incur expenses in carrying out Rutland First CIC work and activities. This policy sets out what expenses may be claimed, and what evidence and authorisation is needed to support a claim.
- 1.2. Any claims that are likely to be substantial or are unusual in nature should be approved before any expenses are incurred.

2. Claiming expenses

- 2.1. Expenses may be claimed for travel, refreshments and, where appropriate, accommodation.
- 2.2. Payment is normally by bank transfer.
- 2.3. Claim forms should be submitted monthly and will be paid as soon as possible.
- 2.4. If you need the money to cover your expenses beforehand, an advance can be arranged.

3. Travel

- 3.1. Claimants should use the cheapest form of travel reasonably available. Rutland First CIC encourages you to use public transport where available, and to share the use of cars if possible.
- 3.2. Forms of Travel:
 - 3.2.1. Rail. The ticket, or a receipt for the ticket, must be attached to the claim form.

3.2.2.Bus. The ticket must be attached to the claim form.

3.2.3.Taxi. Taxis must only be used when:

- public transport is not available, or
- you are not able to use public transport because of items being carried.

A receipt must be attached to the claim form.

3.2.4.Own transport. If using a car or motorcycle you must:

- Have a valid driving license
- Be appropriately insured
- Have taxed your vehicle
- Have an MOT Certificate, if required

3.2.5.Mileage Rates:

- Car: 45p per mile
- Motorcycle: 24p per mile
- Bicycle : 20p per mile

3.2.6.You will need to fill in a claim form stating the starting point and destination for your journey, and how many miles travelled. You may claim from home if not visiting your work base en route to or from the destination, but otherwise should claim from your work base.

4. Car parking

Claims for car parking, where necessarily incurred, should be accompanied by a receipt if possible. Parking or clamping fines will not be paid.

5. Refreshments

If attending a full day event at which refreshments and food are not provided, you may claim:

- Over 3 hours but less than 4 hours – light refreshments
- Over 4 hours but less than 8 hours – one meal
- Over 8 hours – a further meal

6. Business meetings and receiving unpaid advisors

- 6.1. From time to time it will be necessary to book meeting rooms, or where it is more cost effective, use a hotel lounge or coffee shop facility, which necessitates payment for beverages or snacks for all present.
- 6.2. Such expenses will only be met where the agreement of two Board members is sought and obtained in advance of the meeting.
- 6.3. Such requests should normally be by email and should explain the meetings purpose.

7. Completing the claim form

- 7.1. All claims must be made on the official Rutland First CIC Expenses Claim Form. They must be accurate, and must be supported by receipts where available.
- 7.2. Claims by staff must be approved by a designated Member of the Board.
- 7.3. Claims by Board Members must be approved by the Chair, or by a designated Member of the Board.
- 7.4. Claims should normally be submitted within one month. Rutland First CIC maintains the right not to pay claims submitted more than 3 months after the event.