**Expenses Policy**

An Expenses Policy outlines the rules and regulations for employees to follow when incurring expenses related to Charitable activities. It is important for an organization to have an expenses policy to safeguard against financial abuses and to ensure compliance with tax regulations.

**Purpose**

The purpose of this policy is to provide guidance to employees on the reimbursement of business expenses incurred while performing work-related tasks for the organization. This policy aims at defining the eligibility criteria, reimbursable expenses, and the process for submitting reimbursement claims.

**Eligibility**

All employees, Trustees and volunteers who are required to travel or incur expenses while performing their duties on behalf of the Charity are eligible for reimbursement. Expenses that are deemed to be authorized and reasonable will be reimbursed, subject to the conditions specified in this policy.

**Reimbursable Expenses**

The following list of expenses is considered reimbursable by the organization, provided they are reasonable and necessary for the fulfillment of the employee's work:

* Transportation expenses: Public transport, rental vehicles or other modes of transport used for business travel.
* Accommodation expenses: Hotel, motel or other lodging expenses incurred while traveling for business.
* Meals and refreshment expenses: Food and drink expenses that are incurred while away from the workplace during business travel.
* Equipment and supplies: The cost of any necessary equipment and supplies essential for business purposes.

**Non-Reimbursable Expenses**

The following list of expenses is deemed to be non-reimbursable by the organization:

* Personal expenses: Expenses incurred that are for personal interests or not directly related to the fulfillment of the employee's duties.
* Credit card interest charges: Interest charges, late payment fees, or other charges incurred on personal or business credit cards.

**Approval Process**

Employees must obtain prior approval from their immediate supervisor before incurring any expenses. The supervisor must ensure that the expenses are reasonable and necessary before approving them. All expenses must be supported by original receipts or documentation, indicating the date, vendor, and amount of the expense. Failure to provide original receipts or documentation will result in the denial of the reimbursement request.

**Timelines for Submission and Reimbursement**

Expense reimbursement requests must be submitted as per the timelines set by the organization. The time limit is usually within 30 days of the occurrence of the expense. All claims must be submitted with the original documentation.

**Exceptions**

Exceptions to this policy must be approved by the Project Manager or Chair of the Board of Trustees.

**Conclusion**

This expenses policy governs the reimbursement of expenses incurred by employees in the course of their duties on behalf of the organization. By adhering to this policy, employees will demonstrate their commitment to the efficient, effective and ethical use of organization resources while maintaining compliance with relevant regulatory legislation

|  |
| --- |
| Policy written by: Sarah Stoves |
| Date: 20/03/2023 |
| Updated: 13/05/2024 |