

Mental Health Foundation

Employee Expenses Policy

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The Foundation recognises that staff will incur expenses on its behalf; it is the Foundation's policy to reimburse these expenses

General

- All expense claims must be submitted on an authorised MHF expense claim form and this must be authorised by your line manager (unusual / large claims may need to be counter signed by the Chief Executive / Financial Director) .
- Expense forms must be submitted on a monthly basis. If you incur large expenses these must be submitted twice monthly.
- Line managers are responsible for ensuring that the guidelines are followed including the correct submission of claims.
- All expenditure (with the exception of mileage claims) must be supported by in the first instance by original invoices; if invoices are not obtainable receipts will be accepted. Photocopies of invoices, credit card slips or statements are not appropriate.
- Reasons for missing documentation must be submitted with the claim and counter signed by the line manager.
- For home-based workers specific contractual arrangement may exist. When detailed in the employment contract this contract will take precedence over this policy.
- All expense forms must be properly completed and coded otherwise they will be returned unpaid.

Air Travel

Air travel is reimbursable at the lowest economic fares available taking into consideration the costs / time of travelling to the airport.

Costs of travelling to airports are reimbursable but staff should consider both cost and convenience. If public transport is available this should be used unless travelling at a time when safety would be an issue or in exceptional circumstances (e.g. when transporting boxes of materials).

Rail Travel

Rail Travel costs are reimbursable at the lowest available rate for standard class travel that will allow the individual to arrive in reasonable time to carry out their business.

Car Travel

- Car Hire - cars should only be hired in exceptional circumstances and with the prior approval of the Chief Executive or the Finance Director. Cars hired should be group 2 except where there are exceptional circumstances in terms of passengers, luggage or equipment to be carried.
- Use of private cars. Reimbursement of mileage for use of private cars will only be made where this is overall the most economical form of travel. The mileage for office based staff should be claimed at the lower of the office to the destination and the home to the destination. Mileage rate can be obtained from Finance; the rates used include an allowance for the general running costs of a car. It is the responsibility of employees to ensure that their insurance covers business use.
- Parking, bridge and tunnel toll fees will only be reimbursed if necessarily incurred and receipts must be provided.
- Parking fines, towing charges, car cleaning, costs such as these and others of a similar nature will not be reimbursed.

Taxis

Taxis should only be used if cost and convenience outweigh the cost of public transport and claims for taxi costs should explain why a taxi has been used. Taxis should only be used in central London, central Glasgow or central Edinburgh in exceptional circumstances (e.g. heavy luggage, personal safety reasons or the number of people travelling).

Taxi costs for travel to and from work are not reclaimable unless because of work commitments an employee has to travel at anti social hours and public transport is not available or, exceptionally, there are personal safety reasons or health issues as agreed by the HR Manager, Finance Director or the Chief Executive.

Accommodation

When overnight accommodation is necessary generally hotels graded no higher than 3 stars should be used.

If an employee, rather than using hotel accommodation, stays privately, claims can be made to provide an appropriate gift and for expenses arising from being away from home (e.g. telephone calls) at a cost of up to £10 per day or up to £30 in total if receipts are provided.

Subsistence

Subsistence refers to the cost of meals/refreshment for MHF employees that are necessarily incurred, are reasonable and over and above what is normally incurred at work.

If an MHF employee pays for subsistence for another MHF employee, the recipient should endorse the expenditure and their line manager approve it.

- **Breakfast** – Reasonable costs for breakfast will be reimbursed if staying overnight or if work requires an employee to leave home 2 hours before their normal leaving time, but claims will not exceed £5. Where breakfast is included with accommodation this limit will not apply.
- **Lunch** – Subject to the above lunch costs are reimbursable. However, when working from another MHF office lunch costs will not be reimbursed. Claims will not exceed £5.
- **Evening meal** – Evening meal costs will be reimbursed if an MHF employee is staying away from home or work commitments end after 8.30pm, if this is the case then finish time should be noted on the claim form. Claims will not exceed £15.

Subsistence rates will be reviewed annually in April

Hospitality

Hospitality refers to the provision of refreshments (including lunches) on MHF premises for groups that include non MHF employees. These costs are reimbursable. However the cost per person will not exceed an average of £8 per individual.

Typically these expenses are paid by MHF by invoice. When authorising such invoices details should be included about who was present.

Entertaining

Entertaining refers to the provision of meals / refreshments off site. Such expenditure should be at a level appropriate to the situation. The names of those for whom meals / refreshments have been purchased need to be provided with any expense claim.

Entertainment, including non MHF employees

The two instances when these costs can be reimbursed are:

- If it would be embarrassing / discourteous not to do so (for example if accompanied by lower income service user).
- If prior approval has been given – this needs to be cleared with the Chief Executive or the Finance Director.

Entertainment, MHF employees only

Costs will only be reimbursed if agreed in advance; this will generally require agreement for the Chief Executive or the Finance Director and will be restricted to situations such as, team building events and training events.

Telephones

There is an element of 'trade-off' between calls made from home or other bases on MHF business and calls made from the office on private business. While net reimbursement is in general not appropriate employees are expected to limit the use of office phones for private use.

Employees are encouraged to use mobile phones in preference to hotel phones as the rate is usually cheaper

Use of personal phones for MHF business

Bills should support all claims; no contribution will be made to connection or annual rental charges.

Subscriptions

Personal subscriptions will be reimbursable if it is determined

- That the subscription/qualification is necessary for the role to be fulfilled; this will generally be determined on employment.
- Is an agreed part of a development plan.

All such subscriptions will require approval from the Chief Executive or the Finance Director and individuals will be asked proportionately to reimburse MHF if they leave before the period for which the subscription covers is complete. This may take into account any benefit MHF has received if an employee joining has already paid the subscription.

Subscriptions / Journals

Online Services will handle all journal subscriptions on behalf of the organisation.