

# Staff Expenses

December 2022

## General

This section describes the expenses policy of Houghton & Wyton Pre-school Playgroup, as applied to all Pre-school Staff Members, as follows:

- Expenses claimed must be legitimate, reasonable and necessarily incurred in the performance of an individual's duties as a Staff Member of the Pre-school.
- All claims must be submitted along with receipt.
- Expenses must comply with the rules stated within the body of this document.
- Where a specific claim involves more than one Pre-school Staff Member, the most senior Staff Member concerned must submit the claim.
- Reimbursement will be by petty cash for items under £10.00 or cheque / bank transfer for larger amounts.
- Claims for expenses older than 3 months will not be paid.

The Pre-school reserves the right not to pay any claim which does not meet these criteria. If you are in doubt as to whether a type of expense will qualify, please seek prior approval from the Pre-school Manager. In the event that a claim is rejected or queried, the Pre-school Treasurer or Chair will inform either the Staff Member or the Pre-school Manager.

## Deadlines

- Claims for expenses older than 3 months will not be paid.
- Claims for home telephone calls should be submitted within one month of the date on which the telephone bill was issued.

## Travel Costs

The tables below show the travel costs which Pre-school Staff Members may claim and the types of claim that can be made. Your Base Location is the Pre-school. For the purposes of this policy, your Work Location is any other place of work which you may be required to attend by the Pre-school in order to carry out your duties properly and your Home is the address at which you reside during your working week. Your Base Location will not normally change unless you are informed in writing.

Travel between home and the base location does not qualify as travel expenses. Travel between home and /or the base location to a "work location" for example; a home visit or training course, does qualify as travel expenses. Please see the table below for the mileage rate to be submitted on the claim form.

## How much can you claim?

For that part of your journey defined as acceptable to claim for (see above), you may claim:

MILEAGE	You may claim	Procedure and Authorisation
Car Users	45p per mile	Please state on the Extra Hours Form what mileage has been done & reason for mileage.

## Meals

This expense is incurred by the Staff Member irrespective of whether they are working at their Base Location or elsewhere.

## Miscellaneous Purchases

Reimbursement for business specific purchases of small items of office overheads will be allowed - provided that they are less than £5 in value and entirely for business purposes. All other purchases must be bought following the procurement procedure.

## Speeding and Parking Fines

The Pre-school will not pay speeding or parking fines for individuals.

## Training Course or Conference Fees

These must be booked with the approval of the Pre-school Manager. All approved course fees will be covered by the Pre-school. If a course is booked without prior approval, the course fees may not be paid by the Pre-school.

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

*To be reviewed as required.*

*Signed on behalf of the Parent Management Committee:*



*Name of Signatory: **CLAIRE ANDERSON***

*Role of Signatory: **CHAIRPERSON***