MANOR ESTATES HOUSING ASSOCIATION LIMITED

FINANCE SECTION PROCEDURES MANUAL

Ref No: F041
Written: Apr 24 KM
Reviewed:

EXPENSES CLAIM FORM PROCEDURE

Objective

The objective of this procedure is to ensure that only relevant, authorised business expenditure is claimed from the organisation on the expense form (Appendix A).

General

Employees are recompensed monthly for their travel and other expenses, through the payroll system. This procedure details what expenses can be reclaimed. All larger expenditure can be refunded through a BACS request, which are raised weekly. CS 01 Financial Regulations provides an overview, this procedure provides the detail of MEHA's expense claim process.

Procedure – what can be claimed

1. Any parking costs, bus fares and taxi fares that are incurred while in the course of their work can be submitted for refund.

2. Milage can be claimed for journeys undertaken by staff in the course of their work, with the exception of their regular commute. Travel from home to their usual place of work (in this case the office at 5 New Mart Place) is classified as private mileage by HMRC and cannot be claimed. Therefore mileage for the usual commute to the office has to be deducted from the total mileage for any business journey.

3. An example of this is an employee who travels to Glasgow for a meeting and back.

Total mileage for the return journey	100 miles
Deduct normal commute	(10 miles)
Mileage which can be claimed	90 miles

4. Another example is a Housing Officer who starts their visits from their home and completed their workday at the office:

Total mileage for the journey from home to all the visits to the office.	55 miles
Deduct normal commute (half)	(5 miles)
Mileage which can be claimed	50 miles

5. The mileage rates used are per EVH and are published on an annual basis. Rates cover the use of cars, motorcycles and bicycles and allow for an increased rate if a colleague is a passenger.

6. Subsistence (lunch): The Association will pay an allowance of £5 towards the cost of a lunch. The allowance will be paid where an employee has been travelling out of the office for a period of at least 5 hours and has incurred the cost of a meal.

7. Subsistence (late evening meal): In exceptional circumstances an allowance of £15 will be paid where the employee finishes work after 8 having worked their normal day and has to buy a meal before they head home (e.g. travelling to a conference).

8. All other expenditure <£20: where an expense has been incurred on behalf of MEHA/MEAL, it should be claimed back on an expense claim form. This will cover keys, milk etc.

9.All other expenditure >£20: where an expense has been incurred on behalf of MEHA/MEAL, it should be claimed back on either this expense claim form (to be paid monthly) or by completing a BACS request form. The BACS request forms are processed and paid weekly.

10. The expense claim form needs to be completed carefully to ensure that all the relevant detail is included. The excel version of the expense claim form will automatically total up each column.

Authorisation

1. The completed expenses form, along with the necessary receipts should be submitted to the staff members line manager for approval.

2. The line manager needs to ensure that all the receipts are attached, if they are not, the payment of the claim could be delayed.

3. Once approved, the form needs to be forwarded to Payroll Admin for processing.

4. Monthly deadlines for submissions are sent out on an annual basis.

5. Any expenses that are submitted after 2 months have lapsed have to be authorised by the relevant Director.

6. Any expenses that are submitted after 3 months will not be paid.

Appendix A

MANORESTATES Housing Association

EXPENSES CLAIM FORM

In submitting this claim, I declare that the mileage and expenses detailed above have been actually and necessarily incurred solely on Association business and that allowances claimed are in accordance with regulations and were incurred during the dates stated.

Name: Kathryn Miller

Date	**Details of journey / brief description of misc expenses**	**Miles**	**Subsistence allowance**	**Fares (£)**	**Misc expenses (£)**
	Please complete totals	**0.00**	**0.00**	**0.00**	**0.00**

Appendix B

MANORESTATES Housing Association

BOARD EXPENSES CLAIM FORM

In submitting this claim, I declare that the mileage and expenses detailed above have been actually and necessarily incurred solely on MEHA business.

Name:

Bank Account details:

Account name:

Account sort code:

Account number:

Date	**Details of journeys and meetings attended / brief description of misc expenses**	**Number of miles at 45p a mile**	**Fares (£)**	**Misc expenses (£)**
	Please attach copies of receipts with your emailed claim			
	Please complete totals	**0.00**	**0.00**	**0.00**

Nominal Ledger code: 206600