

## **Expenses at Work Policy**

Staff are entitled to claim reasonable expenses incurred in the course of work-related duties. All staff must remain mindful of budget pressures and select the most cost-effective option available, unless otherwise agreed with their line manager.

Example: A journey from Halifax to Leeds may be cheaper by train than by car (mileage).

### **1. Transport**

- 1.1. In line with the NHP Environment Policy, staff are encouraged to use public transport, walk, or cycle where practical.
- 1.2. Claims for public transport must be submitted on the appropriate expenses form.

### **2. Use of Car**

- 2.1 Claims must be submitted using the mileage expenses claim form at the end of each month. Claims older than three months, or submitted mid-month, may not be processed.
- 2.2 The start and end point of each journey must be stated in full, with exact mileage recorded. Claims should be based on the most practical direct route.
- 2.3 Staff should carry sufficient money for parking. Parking costs should be claimed via the mileage expenses form, so they can be cross-referenced to the relevant journey. Staff with a company charge card may use it for parking; in this case, a charge card form and receipt must be submitted.
- 2.4 All claims must be countersigned by the relevant service manager before authorisation for payment.
- 2.5 Payments will be made via BACS following authorisation.
- 2.6 Parking fines and traffic offences incurred during working hours are the responsibility of the staff member.
- 2.7 Staff using their car for work must keep the vehicle roadworthy and maintain appropriate business insurance. A copy of valid car insurance and MOT certificate must be provided and stored in their personal file.
- 2.8 If travelling directly from home to a meeting, staff may only claim mileage exceeding their usual home-to-work distance.  
Example: If the journey to a meeting is 6 miles, and the usual home-to-work journey is 4 miles, 2 miles can be claimed. The same principle applies to time claims.
- 2.9 Mileage claims for very short journeys that could reasonably be completed on foot will not usually be approved.
- 2.10 Other Journeys
  - For travel outside Calderdale, standard-class rail or bus fares will be reimbursed, unless prior agreement is made with a line manager.
  - Staff without access to a car must use public transport unless otherwise agreed with their line manager.
  - Public transport costs will be reimbursed monthly using the same process as for mileage claims.

### **3. Food, Drink and Accommodation**

- 3.1 Where a staff member is required to stay overnight, they may claim for reasonable out-of-pocket expenses. This will need to be discussed with the line manager before the staff member stays anywhere overnight.

#### **4. Other Work-Related Expenses**

- 4.1 Staff may occasionally need to incur other expenses as part of their duties. These must be pre-approved by a line manager.
- 4.2 For small amounts (usually under £20), repayment may be made through petty cash or BACS transfer.