



Expenses Policy

1. Purpose

This policy sets a framework for claiming expenses incurred on behalf of Women in the Fire Service UK (WFS).

The policy ensures WFS representatives and members of staff act reasonably when incurring expenses and achieve value for money. In all instances WFS representatives should request permission from their FRS for reimbursement using the appropriate processes.

2. Scope

This policy applies to all WFS representatives and members of staff who work under a contract of employment. It also applies to agency staff, contractors, secondees and others employed under a contract of service.

3. **Expenses** When incurring expenses, as defined by the list provided below, it is not necessary to obtain approval from a budget holder in advance of incurring the expense. Provided that the most economical type of travel and accommodation is used, and meal allowance limits are observed, all expenses reasonably incurred whilst on WFS business will be reimbursed. All staff must seek value for money through obtaining best prices for accommodation and travel (e.g. by using advance booking and restricted travel times where appropriate for rail travel). Claims must be supported by detailed receipts unless specified. For any expenditure incurred that does not fall within the normal definition of a business expense, WFS policy on procurement applies and it is imperative that approval is obtained by referring to the WFS financial delegated powers in advance of incurring the expenditure.

Train travel	Train travel should always be in standard class.	WFS reps. Staff
Air travel	If it is more cost efficient to do so, air travel may be considered. Prior approval from Treasurer/Company Secretary should be sought. Budget airlines should be used in preference to full-fare airlines where there is a choice of carriers. First class air travel should never be used.	WFS reps. Staff
Travel by car or motorbike	<p>Where it is more economical than alternative means of travel, cars may be hired. Full insurance cover should be purchased at the time of hiring the car. If an employee uses their own vehicle, the mileage claimed need not be receipted. However, evidence should be provided of the distance travelled. Car mileage for business use is paid at 40p per mile is the tax-free approved mileage allowance for the first 10,000 miles in the financial year – it's 25p per mile thereafter.</p> <p>Motorcycle mileage for business use is paid at 25p pence a mile. All staff who use their vehicle on WFS business must be appropriately insured for business purposes. It is the responsibility of the member of staff to ensure this. Everyone is asked to consider alternative travel arrangements (such as rail) for long journeys as this may prove safer, cheaper and allow continued working.</p> <p>Parking fines or penalties will not be reimbursed unless there are exceptional circumstances, and this is at the discretion of the Treasurer. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.</p>	WFS reps. Staff
Taxi travel	Where it is in the interest of business efficiency or value for money (i.e. groups travelling together) taxis may be used and the fares claimed. Claims must be supported by receipts.	WFS reps. Staff
Meals	The cost of breakfast, up to a maximum of £10, (when no accommodation is used) can be	WFS reps.

	<p>claimed when on travel that requires you to be travelling before 7am. This does not include travel to the office. The cost of lunches, up to a maximum of £15, when travelling on business for a period of 5 hours or more in a single day. When meals, are not included in the cost of accommodation or if you are on business travel that means that you will not return home before 9pm, you will be reimbursed for cost of an evening meal, up to a maximum of £30, including beverages. Claims must be supported by detailed receipts. Meal allowances represent a limit rather than a suggested level of expenditure. Where a hotel booking includes breakfast, lunch or dinner as part of the agreed rate, staff should try to avail of this where possible and not claim for meals additionally. Under no circumstances will the cost of alcohol be reimbursed.</p>	Staff
Accommodation	<p>The best rate hotels should be used when on business by booking in advance or seeking guidance from the WFS administration manager.</p>	WFS reps. Staff
Mobile telephones	<p>Where WFS deems a mobile phone is necessary for the performance of your duties this will be provided. WFS will pay for the rental cost and business calls month. Staff should avoid using their phones in an area that might expose them to risk. If a phone is snatched, staff should not attempt to prevent this but should make a note of as many details as possible and immediately report the incident to the police and WFS.</p> <p>WFS only provides mobile phones for handheld use in safe situations. Hands free kits are not provided, and staff should not use their mobile phone whilst driving or in any other unsafe situation. WFS will not accept responsibility for any damage or injury caused by a member of staff using a mobile phone in an unsafe manner</p>	WFS staff only.
Eye tests	<p>WFS will reimburse staff for the cost of an eye test every two years up to a maximum of £30 and authorised by the relevant line manager. The results and any other personal information from the optician, will be kept on the relevant personnel file.</p>	WFS Staff only

4. Claims.

Claims should be submitted as soon as possible after they are incurred by ensuring that approval for the expenditure is signed off by a member of the NEC & then sending the claim form (attached at end of this policy) along with any receipts to WFS administration manager via email. Upon receipt the claim will be coded to the relevant cost centre/s and submitted for reimbursement to the WFS bookkeeper. If a claim has not been settled within 6 weeks of submission, claimant to contact WFS administration manager.

5. Monitoring.

The Treasurer, HR Director and/or Company Secretary are responsible for monitoring application of the expenses policy to ensure compliance. Fraud is always a disciplinary offence, generally resulting in dismissal and possible prosecution (for staff) and for reporting to the respective FRS in the case of an WFS representative.



WOMEN IN THE FIRE SERVICE	
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EXPENSES CLAIM FORM

Name:					
Name to appear on cheque (if different to above)					
Date of Claim:					
Address:					
Date travel/out of pocket expenses	Attendance at	Travel from	Travel to	Mileage	Total @ 40p per mile
CLAIM TOTAL					
Claimant Signature:					
For office use only : Cost code					
Date received:					
Claim sent for payment:					
Date paid:					
Paid by:					

