



## Expenses Policy

This document details the policy of Women in the Fire Service (WFS) UK company number 6577352.

If you have any queries about this policy and or procedure, please contact The Company Secretary via the registered office.

### Policy Statement

WFS expects its elected officers and employees to give the highest possible standard of service to its members and to behave in an open, transparent, and appropriate manner.

### Version Control

This document should be reviewed every 12 months from the last review date.

Version number	Last review date	Details of amendments
Original document – V1	January 2021	N/A
V2	March 2026	Reviewed and brought up to date as required.

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## **1. Scope**

1.1. This policy applies to all WFS representatives, Directors 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.

## **2. Purpose**

2.1. This policy sets a framework for claiming expenses incurred on behalf of WFS.

2.2. The policy ensures WFS representatives, Directors and members of staff act reasonably when incurring expenses and achieve value for money. In all instances, where applicable WFS representatives should, first request permission from their fire and rescue service (FRS) for reimbursement using the appropriate processes.

## **3. Expenses**

3.1. When expenses are likely to be incurred, as defined by Appendix 1, consultation should take place with either the WFS Chair and/or WFS Service Manager in advance of incurring the expense.

3.2 This ensures that the most economical type of travel and accommodation is used, that meal allowance limits are observed and all expenses are reasonably incurred whilst on WFS business.

3.3. 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.

## **4. Claims**

4.1. Claims should be submitted as soon as possible after they are incurred by ensuring that approval for the expenditure is signed off by a WFS Director or the WFS Service Manager and then sending the claim form (Appendix 2) along with any receipts to the WFS Services Manager via email for reimbursement. If a claim has not been settled within six weeks of submission, the claimant should contact the WFS Services Manager.

## **5. Monitoring**

5.1. The Treasurer, Human Resources 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.


## Appendix 1

### Expenses

Method	Details	Applicable to
Train travel	Train travel should always be in standard class.	WFS reps/Directors/ Staff
Air travel	If it is more cost efficient to do so, air travel may be considered. Prior approval from the 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/Directors/ Staff
Car or motorbike travel	<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 the current HMRC rates of 45p for the first 10,000 miles in any financial year and 25p per mile thereafter. An additional 5p per mile can be claimed, if travelling with a passenger. Motorcycle mileage for business use is paid at 24p a mile, for all miles.</p> <p>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 and better value for money.</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/Directors/ 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/Directors/ Staff

Meals	<p>The cost of breakfast, up to a maximum of £5, (when no accommodation is used) can be 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 £10, when travelling on business for a period of 5 hours or more in a single day may be claimed. 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 the cost of an evening meal, up to a maximum of £25..</p> <p>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>	WFS reps/Directors Staff
Accommodation	The best rate hotels should be used when on business by booking in advance or seeking guidance from the WFS Services Manager.	WFS reps/Directors/ 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	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.	WFS staff only

**Appendix 2**  
**Expenses claim form**

		<b>Expenses claim form</b>			
		Women in the Fire Service UK Email: karen@wfs.org.uk			
<b>Name</b>					
<b>Bank Details (for reimbursement)</b>		Account No:			
		Sort Code:			
<b>Date of claim</b>					
<b>Address</b>					
<b>Date of travel/out of pocket expenses</b>	<b>Attendance at</b>	<b>Travel from</b>	<b>Travel to</b>	<b>Mileage</b>	<b>Amount £</b>
<b>Claim total</b>					
<b>Claimant signature</b>					
<b>Approved by: Name and signature</b>					
<b>For office use</b>					
<b>For office use only – Cost code</b>					
<b>Date received</b>					
<b>Date paid</b>					