

ASET Employees' Expenses Policy

As a charity ASET relies primarily on the money it generates through membership fees, and delegate fees from the events it develops and hosts. Employees should neither be out of pocket, nor enjoy any financial gain when working on ASET related business.

ASET has a responsibility to ensure that expenses for travel and subsistence are incurred correctly and are controlled. It is imperative that they represent value for money for the organisation and that their environmental impact is considered whilst taking into account the value of work time.

Objectives of the Expenses Policy

- To obtain value for money from ASET's expenditure on travel and subsistence
- To inform employees of the procedures to be undertaken when booking and claiming for travel and subsistence
- To ensure that ASET's expenditure on travel and subsistence is necessary and reasonable
- To reimburse employees promptly for expenses incurred on ASET business
- To minimise the cost to ASET of administering expenses

Principles

- This policy applies to all ASET employees (there is a separate policy for, trustees and those contracted on ASET business)
- ASET does not pay for staff to travel to their normal work place
- Claimants are required to use the most economical means of transport
- Claimants should be mindful of the environmental impact of their chosen mode of transport
- From time to time employees may be required to work outside standard contracted hours (which are 8am – 6pm) for example during conference. In these instances, and with prior approval from a line manager the following principles apply

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| Principles | |
| Travel has two rates | 1 - full rate, if driving and transporting materials 2 - half rate, all other travel |
| Overnight rate | £15 |
| Antisocial hours rate | £7 for each period of antisocial hours (ie. Before 8am, or after 6pm but not overnight- where the overnight rate would supersede the antisocial hour rate) |

Travel Costs

- Travel will be paid according to the distance which would have been travelled if the journey had started and ended at the claimant's normal place of work, or the distance actually travelled if less
- Travel expense claims will not be accepted without a receipt

Train Travel and Public Transport

- Claimants must travel standard class
- Advantage should be taken of concessionary fares, cheap day tickets and rail card options where appropriate
- Claimants are asked to travel by tube, bus or tram wherever practical, particularly for short journeys
- The use of taxis should be kept to a minimum, please ensure additional charges are avoided e.g. waiting charges and where possible please arrange to share taxis with colleagues attending the same meeting
- Tickets should be purchased by the ASET Office or , if travelling at short notice, by the employee (expenses will be paid directly to the employee)

Car Travel

- Travel by car is only acceptable where it is more efficient and economical than using public transport. E.g. where there is no public transport for the route, there is significant equipment to be transported, when there is a significant time saving involved. Where car travel is chosen for convenience, the maximum amount which can be claimed should be either the mileage claim or the equivalent standard class train fare, whichever is lower
- If claimants do use their own vehicle when travelling on ASET business they may only do so when:
 - The total distance of the return journey is 170 miles or less and the journey will be undertaken during a single day
 - The total distance of the return journey is 290 miles or less and the journey will be undertaken over more than one day
- Claimants are required to keep a record of all journeys in respect of which they have, or intend, to claim expenses for mileage. The expense claim form must show the following details relevant to a mileage claim:
 - Information about, and the reasons for, each trip including the names of any passengers carried in the vehicle during the journey
 - An accumulated total of the mileage travelled during each financial year (January-December)
 - The dates on which expense claims were made in respect of journeys which are recorded
- The claimant is responsible for ensuring that their car is covered for 'permitted use' within the terms of their insurance policy.
- **The current private mileage rate is 45p (for the first 10,000 business miles) (10/11/2015)**
- Claimants should use free parking facilities wherever possible. ASET will reimburse reasonable costs for parking charges, provided these are receipted.

ASET (1982) Ltd

ASET, The Work Based and Placement Learning Association

The Burton Street Foundation, 57 Burton Street, Sheffield, S6 2HH
Tel: 0114 234 5197 e-mail: aset@asetonline.org www.asetonline.org

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Registered Charity No. 285104

- ASET does not reimburse claimants for the costs of any congestion charges which they may incur in London, except with the prior agreement of the officers of the Executive Committee
- Use of Hire Cars - Hire cars may be used where public transport is not practical and there is no access to a personal car. If this is the preferred mode of transport then Group C cars should be used unless prior-authorisation is sought from the Treasurer or Chair. It is the employee's responsibility to ensure they have the required insurance cover. Fuel purchased for business use can be claimed as expenses.

Air Travel

- Air travel is rare for most, but if needed should be taken in economy class
- Any air travel must be agreed in advance by the Treasurer and booked by the ASET Office

Accommodation

- The requirement for accommodation is rare, but if required rooms should be sought up to £60 per night for a hotel or B&B. If accommodation is unavailable in this price range, limits of £90 outside London and £130 inside London may be applied. All accommodation must be booked by the ASET Office
- Accommodation the night before / after an ASET convened event must be kept to a minimum and should only be used in exceptional circumstances

Subsistence

- Subsistence allowances are paid to cover the cost of meals, snacks and non-alcoholic beverages taken by a claimant during the course of a bona fide business journey undertaken on behalf of ASET
- Refreshments will be provided at all meetings convened by ASET
- In exceptional circumstance claimants may claim for subsistence only if they are
 - Travelling more than 3hours each way to an ASET convened meeting, if this is the case, claims can be made up to a maximum of £7
- Claims submitted without receipts will not be paid

Mobile Telephones / Mobile Devices

- Mobile telephones / mobile devices:
 - May be supplied to employees of ASET
 - Are provided solely to meet specific business needs and are for business use only
- Employees to whom mobile telephones / devices are issued
 - Must make use of standard rate landlines whenever these are available
 - Must be mindful of the cost of using a mobile telephone / device
 - Should note that the telephone / device is the property of ASET and that they are responsible at all times for ensuring its security and that of any associated equipment

- Are required to identify and to reimburse ASET in full, for any private calls or text message made other than in the circumstances described below:
- A member of staff who is working unsocial hours or is away from home overnight on ASET business, may use the mobile telephone or device issued to them to make emergency personal telephone calls or to send emergency text messages provided; they are of a reasonable duration, making such a call from a landline is uneconomical, or a landline is not available
- The costs of such use will be met by ASET

Occupational Health

- Any employee who is entitled to undertake an eye test on the grounds that he or she is required to use a VDU in the course of his or her employment may reclaim the cost of the sight test (receipts should be provided)
- If the prescription identifies that the employee requires spectacles for work at the VDU, the cost of a pair of single focal spectacles from the basic range will be met by ASET
- Any employee who requires additional equipment to support their occupational health whilst having flexible working arrangements may request such equipment for use outside the regular workspace; such requests will be considered by the officers of the Executive Committee

Courses and Conference

- Employees may need to attend courses or conference to enable them to carry out their duties for ASET more effectively
- ASET will bear the cost of an employee's attendance at such an event provided that:
 - The course or conference will lead to the acquisition of knowledge or skills which are necessary for the duties of the employment or are directly related to increasing effectiveness in the employee's performance of his or her present or prospective duties, or if it will raise the profile of ASET
 - And the employee's attendance at the course or conference had been approved **in advance** by the officers of the Executive Committee

Procedure for claiming

- Claims must be made on the ASET Expenses Claim Form
- Receipts must be provided with all claims (except mileage)
- Claims must be made in a timely manner, ideally within one calendar month of the expense being incurred and within the financial year
- Expenses will be paid directly to the ASET employee
- Expenses submitted more than 3 months after the expense is incurred will not be paid
- Approved expenses will be paid within two weeks, providing all necessary documentation is provided
- In the event of a dispute the Treasurer should be contacted in the first instance, if the dispute remains unresolved the matter may be raised with the Chair

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