

# Expenses Policy

## 1. Scope

Applicable to all Habitat for Humanity Great Britain (HFHGB) personnel (including Full and Part time), employees, volunteers and board trustees.

## 2. Policy

HFHGB's policy is to cover all reasonable business expenses paid by personnel, volunteers or trustees during business trips or whilst acting on behalf of the organisation. Business travel must be kept at a reasonable level and should be the most efficient way of achieving business objectives.

The purpose of this document is to define the rules for reclaiming business expenses incurred while on organisation business (travel, accommodation, meals, entertaining or other expenses) and what is considered to be a reasonable business expense.

## 3. Reimbursement of Business Expenses

The policy of HFHGB is to reimburse business expenses upon presentation of a valid receipt. In the event that you are not furnished with a receipt when paying via debit or credit card, you must submit the debit or credit card counterfoil in order to receive reimbursement. However, please try to obtain a receipt for all business expenses, both those paid by debit or credit card and those paid by cash or cheque.

### Missing Receipts

If you lost the receipt or you are unable to provide it for other reasons, you must always provide alternative proof of purchase, such as:

- Bank statement showing the expense line
- Print out of provider's normal charge, such as ticket cost
- Other evidence of purchase

Provide narrative in the body of your email asking for approval (otherwise the authoriser doesn't know which receipts are missing and why)

## 4. Transportation

- Where possible the organisation will purchase tickets and/or pay for transportation for the Build. This will be more likely possible in relation to airfares and car hire than say, train or taxi fares. In the event that the employee purchases tickets oneself, this expense will be reimbursed upon presentation of the original tickets or receipts. If any receipts connected with transportation are lost, the employee will be paid compensation equivalent to the cost of similar tickets (economy class) on the day of the business trip. However, any compensation for lost tickets or receipts must be approved by the CEO.
- When travelling by air, all employees & volunteers are authorised to fly only in Economy Class.



- When travelling by air, all employees should notify the Global Village staff who maintains records for travel insurance.
- Oyster card- If you pay for your travel using an Oyster Card register your card at <https://oyster.tfl.gov.uk/oyster/link/0004.do> . After registering you will be able to produce your journey history with the amounts you paid. **Oyster top-ups are not a proof of expense.**

## 5. Accommodation

Accommodation will normally be reserved by the organisation and will be reimbursed to personnel upon presentation of a valid receipt. Whenever possible, accommodation will be arranged by HFHGB such that the organisation will pay the hotel bill directly. Reasonable and actual expenses will be paid for hotel accommodation on presentation of valid receipts, with the exception of bar, film, newspaper or laundry service charges.

## 6. Meals

- It is HFHGB's policy to reimburse personnel meals upon presentation of a valid receipt. As a guideline, lunches should cost in the region of £5 and dinners in the region of £15.
- HFHGB will not reimburse for alcoholic beverages. Should personnel choose to order alcoholic beverages this must be paid for personally.

## 7. Taxation

HFHGB has obtained special dispensation from Inland Revenue for the treatment of Travel & Subsistence expenses. This dispensation means that the organisation does not have to report the travel and subsistence expenses. This dispensation is granted on the basis that we record all expenses paid to employees clearly and obtain valid receipts for all expenses paid out. It is also a requirement of Inland Revenue in granting the dispensation, that we make adequate checks to ensure that claims are not excessive.

## 8. Business Services

Any additional business expenses not specifically mentioned will be reimbursed only upon presentation of valid receipts and details from the personnel explaining the reason for said expense(s).

## 9. Filling Out an Expenses Claim Form

Always use a meaningful narrative justifying the business expense, for example:

- ☹: Meeting in London
- ☺: Meeting with ABC re funding for XYZ project

When claiming mileage:

- ☹: Travel to London
- ☺: Slough-London return: 48 miles + reason for travel

## 10. Claims in Foreign Currencies

- We do not maintain petty cash, hence we don't accept any cash returns. Please plan ahead and only withdraw what you need.
- Cash withdrawals in foreign currencies are not an expense.
- We use Oanda rate or the actual exchange rate (if you can document it).
- If you are out of pocket because of exchange rate loss discuss it with the Global Village staff, document and add to your claim

## 11. Team Leader Expenses Allowance

Team Leaders are authorised to claim expenses for personal costs for leading the trip (unless otherwise discussed with the Global Village staff).

### Claims you CAN make:

- Visa expenses
- Vaccination expenses (if relevant for the destination you are leading to)
- Travel to and from the airport
- Meals in transit
- Overnight accommodation (if required)
- Personal kit (relevant to the Build)

### Claims you CANNOT make:

- Any alcoholic beverages
- Any travel costs not associated with the Build
- Any onward travel arrangements following the completion of the Build

*Deputy Team Leaders cannot claim out-of-pocket expenses.*

## 12. Global Village Contingency Fund

Expenditure of the contingency monies should be recorded and receipts submitted on your return. TLs should ensure that they have access to at least £200 as a contingency funds. If a TL does not have access to this amount of cash, then HFHGB can make arrangements to advance it to the TL. In this case, the TL will be responsible for returning the full amount of unspent monies to HFHGB upon return.

Acceptable uses for the contingency funds:

- ✓ Medical costs for a team member,
- ✓ Transportation if the pre-arranged transportation does not arrive or breaks down, or
- ✓ Meals or water for the team if the in-country arrangements do not arrive.

Contingency funds should *not* be used for personal items, souvenirs, gifts, tips or anything else that is not addressing an urgent need for the team.

If there is an overspend on pre-arranged logistics (i.e. accommodation or transport), it is the responsibility of the local HFH Host Coordinator to pick up this cost. If there are any queries, they should be directed to the HFHGB Global Village staff.

Please **DO NOT** retain the remaining contingency at the end of the Build to cover your personal expenses. Any remaining contingency must be returned to the Global Village



staff along with receipts for any expenses incurred. Your personal expenses must be submitted using the *Team Leader Expenses Claim form* and will be paid promptly.

***Please do not assume that certain expenses will be paid. If in doubt, please ask!***