

## **GCCF Expenses Policy**

GCCF will reimburse the following people for out-of-pocket expenses legitimately incurred in the carrying-out of their duties on behalf of GCCF :

- Employed Staff
- Officers and Directors of GCCF
- Elected Committee members
- Co-opted representatives on sub-groups commissioned by the Board
- Commercial Suppliers of services. NB. Some of the policies defined below will be applied differently for external suppliers. This is indicated where relevant.

All of the above are collectively referred to as 'staff' in the remainder of this policy. Expense claims should be submitted to the GCCF office using the relevant GCCF form. Unless specifically stated below, all expense claims must be accompanied by detailed receipts (VAT receipts where available). All expense claims will be checked by the GCCF office. GCCF reserves the right to refuse or reduce claims that do not meet the criteria in this policy.

Staff should remember that GCCF is a not-for-profit organisation. Therefore, as a guiding principle, staff should aim at all times to find ways to keep costs to a minimum. Ideas to help with this are covered in the individual sections below.

### **Travelling Expenses**

Consider which method of travel is most appropriate and cost-effective for your trip. Eg. Although car may be more expensive for one person, car sharing may make this the most economical approach for the trip. For longer journeys (eg. Scotland), plane will now often be the cheapest approach – but remember to factor in travel to and from the airport, and parking costs at the airport.

#### **Car**

The GCCF encourages car-sharing where possible, to reduce costs and carbon impact. Mileage costs for car travel (eg. To meetings), will be paid at the prevailing GCCF mileage rate (currently 30p per mile). A receipt is not required for this expense, but journey details will be checked by the GCCF office. Mileage rates for suppliers may be different from the prevailing GCCF rate – only if this has been separately agreed. Parking costs will be paid.

#### **Public Transport**

All tickets should be purchased in advance if possible, and suitable suppliers used in order to keep costs low. 1<sup>st</sup> class premiums will not be paid in any circumstance, but 1st class may be used when the price is the best advance deal for that journey, or if the additional cost is paid for by the purchaser.

#### **Hotels**

Hotels should only be used in the following circumstances :

- Multiple days are involved and it is not feasible to easily travel daily (eg. > 1.5 hours each way)
- Late evening and/or early morning work is required
- Multiple days are involved and the cost of a hotel is less than the cost of daily travelling.

In any other circumstances, staff should check first with the officer manager. Low cost hotels or B&Bs should be chosen, and they should be close to required destination, to reduce any additional travelling costs

#### **Meals**

Cost of meals will generally only be reimbursed when an overnight stay is required. In these situations, the reasonable cost of a breakfast and a simple evening meal will be paid. No payment will be made for alcoholic drinks. Where the total travel time in a day exceeds HMRC guidance, payment may be made in accordance with HMRC limits.

#### **Other Expenses**

Other expenses (eg. Photocopying, postage etc) will be paid if these have been incurred in carrying out required duties of staff on behalf of GCCF.