Millennium Farm Trust

F4 Expenses Policy V02

Next review date March 2026

Version Control

Version number	Date of changes	Who	Review summary
V02	Dec 2018	TCF	
	02/03/2022	TCF	No changes required
	16/04/24	TCT	No changes required

Introduction

Staff members and volunteers are entitled to claim expenses when engaged on company business.

Expenses

Where an individual has spent their own money while engaged in company business they are entitled to have it refunded. Expense claims are made using the expense claim form and approved by the Director.

Claims are paid through the online banking system usually with the next payment run. The deadline for submitting a claim for expenses is 1 month after the date of expenditure.

Staff members are expected to keep expenses claimed to a minimum. Only expenditure actually and necessarily incurred when engaged on official duties will be reimbursed. The organisation may refuse to meet any unreasonable expenses or those which could reasonably have been avoided.

Expense claims can be submitted by members of staff and volunteers on company business. Any claim for expenses must be fully supported by receipts detailing the purchase or service rendered (VAT receipts where applicable). All receipts must be attached to the claim form when submitted.

Non-employee expenses are paid using a bank transfer (via BACS) in line with the normal payment procedures. In exceptional circumstances payment may be made by cheque. All first-time non-employee expense claims must include full details of the claimant's bank account details to allow payment to be processed.

Administrative procedures

Paid staff expense claims form part of the monthly staff hours claim sheet. These are submitted to the Director for checking and authorisation monthly. Volunteers and claims by non-paid staff submit claims on MFT Expenses Claim Form, a copy of which is available from the Director. The form must be authorised by the Director. Once authorised, forms should be passed along with all relevant supporting receipts to the Treasurer for checking, processing and payment. If supporting receipts are missing, further investigation of the claim will be required prior to processing and payment may be refused. Claims are entered in the monthly management accounts.

Guidelines for reasonable expenses

The following offers guidance on what are considered reasonable expenses. In exceptional circumstances or where there is a clear business need, these guidelines may be exceeded. Prior authorisation must be obtained from the Director or Treasurer before committing to expenditure above these levels.

The guidance applies to all employees and volunteers. All claims must be for the actual amount spent supported by receipts – these guidelines do not represent an allowance. Note that expense claims in excess of the guidelines may be classed as a taxable benefit by Inland Revenue and become liable to income tax. It is the responsibility of the employee to ensure they file a tax return in this case.

Travel

Standard class travel is expected in all cases. Whenever possible, travel should be booked in advance in order to maximise the efficiency of purchases. As a general rule, public transport should be used rather than taxis unless the number of passengers makes them more cost efficient.

Taxis may be used in exceptional circumstances, for example where large amounts of luggage are being moved, when public transport is not available or where the saving of time is significant and important. Receipts detailing the date and journey must be obtained to support a claim

A decision to use a private car for a journey should only be taken after consideration of:

- The nature of the journey and any savings in time
- The adequacy of public transport facilities; and
- The cost, including additional subsistence costs, of other means of travel.

A standard rate mileage allowance, set by Inland Revenue, is payable for all journeys by private car. The car must be covered by insurance with the policy permitting the use of the vehicle by the policyholder for business. This rate covers the price of petrol and wear and tear of the vehicle. The current mileage rates are

From April 2019	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

The number of miles to be claimed must be calculated from the post codes to and from the destination you are travelling and stating this clearly on the expenses form. Online services such as the ‘RAC Fuel claim calculator’ or “Google Maps” should be used to provide evidence to support your claim.

A hire car should only be used only if this method proves more effective in cost and time. Mileage cannot be claimed, but petrol, and other motoring fees such as parking and tolls can be claimed if required for the journey.

Under no circumstances can claims be made for fines incurred as a result of parking or other motoring offences while on company business.

Accommodation
All employees are entitled to their own room in a hotel of reasonable standard when overnight stays outside Bury St Edmunds are required. No payment can be made to employees who stay with friends or family when working away. The maximum amount that can be claimed for reimbursement is within London £130, elsewhere £100

Lunch
Where employees are working off site it would normally be expected that they provide for their own lunch. Lunches will not be provided for meetings conducted on Farm premises with only Farm employees and volunteers.
Where the Farm is hosting external visitors for meetings that span the lunch period (12-2pm) it is allowed to provide lunch for those employees essential to the meeting and the guests.

Dinner
Where employees are working off site for a period of more than 8 hours and after 7pm they may claim up to £25 for an evening meal. Where the Farm is hosting external visitors for dinner a maximum of £40 per head should be observed. Consumption of small quantities of alcohol is allowed where it is part of the meal (for example a pint of beer or a glass of wine) so long as it does not interfere with an employee's ability to perform their work.

Other expenses
Other incidental costs such as project materials can only be claimed if the purchase was required urgently and authorised beforehand by the Director. As a guideline, expenses are deemed only as travel and subsistence incurred on business. All other purchases must adhere to the purchasing and procurement policy.

Personal Protective Equipment
Paid staff and volunteers are provided with a uniform comprising, polo shirts, fleece/hoody and waterproof coat (see Uniform Policy).

In addition, paid staff and volunteers are entitled to claim for reasonable PPE for use at the farm. This steel toe-capped boots or steel toe-capped wellington and waterproof over-trousers. Claims must be supported by receipts and moderate/mid-range products. Purchases made from Arco are encouraged where a 10% discount is available for MFT staff/volunteers/ farm helpers.

All other PPE (e.g. goggles, gloves, ear defenders) will be provided by the company when their use is required.