



TRAVEL AND EXPENSES POLICY

Issue Date: 05.04.2019

PURPOSE

This policy details the procedure for claiming travel and other legitimate out of pocket business expenses incurred as a result of undertaking duties on behalf of ELATT.

POLICY

ELATT does not encourage the use of private cars for business related journeys with the exception of commuting.

Employees are encouraged to take public transport wherever possible and where a journey between sites is exceptional the fare will be reimbursed. Where a longer journey away is required for example, for a conference, the cost of the train or bus fare will be reimbursed. Any other expenses relating to time spent away must be sought and approved in advance.

Where the transport of business items between sites is required employees should use a taxi with prior approval and claim expenses.

If it becomes necessary to purchase work related materials, items may be claimed from petty cash. Larger, more expensive items should be ordered in the normal way or referred to the Chief Executive.

Use of cars

Staff & volunteers when travelling to secondary places of work by car can be Re-claimed at a rate of £0.40 per mile, which includes wear and tear.

Where the employee claims back petrol costs, the use of a car as a means of transport must be authorised by their Line Manager prior to travelling, and will usually only be granted when for purposes of time, distance or equipment requirements, public transport would not be a reasonable or efficient option.

PROCEDURE

In order claim the above expenses employees should submit the relevant receipts signed by the relevant line manager (or other authorised employee) to the Finance Department. Expenses are normally processed and reimbursed within seven days either through petty cash or issue of a cheque.