

## **BRIDGES HULL EMPLOYEES EXPENSES POLICY**

### **General**

The Employer shall reimburse all reasonable expenses which employees have wholly, necessarily and exclusively incurred in the proper performance of their duties provided that they fully comply with this policy.

To reclaim for expenses incurred you should submit a claims form accompanied by receipts (or other satisfactory evidence) for the expenditure to the bridges Hull administrator. Expenses will only be paid if approved by your supervisor

If you are uncertain as to whether an expense will be reimbursed you should seek clarification from Rob Bailey. Any expenditure in excess of £100 should first be approved by Rob Bailey.

Claims for expenses must be submitted promptly or as soon as practicable after the expense has been incurred. Expenses should be submitted no later than the end of the month following the month in which the expense has been incurred.

Any attempt to knowingly or falsely claim expenses in breach of this procedure or any guidelines issued by the Employer will result in action being taken under the Employer's disciplinary procedure.

### **Use of home telephone**

Employees may claim for the cost of phone calls on matters relating to the Employer which are made from their home.

### **Business travel on Bridges Hull matters**

Employees who are required to travel on Bridges Hull matters will have their reasonable expenses reimbursed. No reservation for overnight accommodation may be made without the express prior written consent of Rob Bailey who will consider whether an overnight stay is necessary.

All travel on Bridges Hull matters must be at the economy rate appropriate to the relevant means of transport. No air travel may be reserved without the express prior written consent of Rob Bailey.

Employees may claim for using their own car on matters relating to the Employer (but not for travel to and from their home and Bridges Hull) at the rate of 40 pence per mile or such other rate as the Employer shall determine from time to time.

Employees should always use the most appropriate form of transport in the circumstances.