



## **THE BIRMINGHAM & MIDLAND INSTITUTE**

9 Margaret Street  
Birmingham  
B3 3BS

*Charity No. 522852*

# **EXPENSES CLAIMS POLICY**

## **Mileage allowances**

An allowance for mileage (including bicycles and for carrying car passengers) will be paid to all institute employees who use their vehicle or bicycle on approved institute business. It is the individual employee's responsibility to ensure that they have adequate insurance to allow them to drive their vehicle for business purposes. Employees will be required to sign a declaration that they are adequately covered for occasional business trips.

No mileage allowance is payable for travel between employees' home and regular place of work.

The current HMRC approved mileage rates will be found on the current Expense Claim Form.

Expenses will be reimbursed on submission of a BMI Expense Claim form and should be submitted monthly (or at least quarterly – at the end of each quarter).

## **Public Transport for longer distance journeys**

Journeys within the West Midland travel area should be made by public transport.

The cheapest available bus fare should be taken and a ticket receipt attached to the Expense Claim form. This may involve booking a ticket in advance of the journey wherever possible.

If staff need to use their vehicles for journeys outside of the West Midlands they must get prior approval from the Finance Officer. This will only be given where there are unusual circumstances such as equipment to carry or other passengers. Where permission is given employees are only permitted to claim the equivalent public transport rate.

## **Subsistence**

Meal expenses will be reimbursed to employees out on approved institute business and with prior approval from the Finance Officer. The actual amount spent will be reimbursed up to a maximum as follows:

Breakfast: £10.00

Lunch: £10.00

Dinner: £20.00

A receipt must be attached to the Expense Claim Form

**Accommodation**

Where accommodation is necessary, employees must seek prior approval from the Finance Officer before a booking is made. A standard single room rate should be taken wherever possible. A receipt must be attached to the Expense Claim Form.

**This policy is to be read in conjunction with the following policies:**

- Financial Management

Approved by the Board of Trustees: 29<sup>th</sup> June 2020

Next Review Date: June 2021