

NEW-U ENTERPRISES Expenses Policy

This policy applies to all staff, volunteers, casual workers, and anyone incurring out of pocket expenses wholly, necessarily, and exclusively in connection with New-U Enterprises business.

Refer to this policy before claiming out of pocket expenses.

1. Purpose of policy

The purpose of this policy is to outline the most common business-related expenses and provide guidance on what can and cannot be claimed. The primary aim is to provide a fair system of compensation for employees and volunteers who incur personal expenses for business reasons

2. Who is covered by this policy?

The policy applies to all permanent, fixed term and temporary employees, volunteers and casual workers incurring out of pocket expenses wholly, necessarily, and exclusively in connection with New-U Enterprises business.

The terms 'business use' and 'business cost' are used to refer to activities carried out by both employee and volunteers on behalf of the charity unless otherwise stated.

For the purposes of this policy a volunteer is someone who has applied and been accepted for a volunteer role advertised through New-U Enterprises Volunteering recruitment system.

3. Travel general

Employees and volunteers should travel by the most cost-effective mode of transport considering journey time, nature of the journey and cost. The start and end points of travel and reason for travel should be stated on the claim.

New-U Enterprises will reimburse employees reasonable expenses necessarily incurred for travelling in the performance of duties of their employment. For example, to events, external meetings, training etc. New-U Enterprises will not reimburse the following:

- Travel between home and base as stated in employees contract
- Travel that is primarily for business purposes, but which is substantially the same as travel between home and the permanent place of work.

4. Rail travel

Rail tickets purchased for business travel will be reimbursed only where evidence of purchase is provided. An expenses claim form must be completed and the ticket/evidence attached.

Employees and volunteers should, as far as possible, travel standard class. First class rail travel may be used where there is a special need e.g. restricted mobility due to a health condition. This must be done with prior agreement from the line manager.

5. Taxis

Public transport should be used where possible. The use of taxis will be reimbursed in the following circumstances:

- Public transport is not suitable e.g. heavy or bulky equipment is being transported or the passenger has restricted mobility,
- Public transport is not available e.g. late at night or general strike action,
- A shared taxi is cheaper than public transport,
- Limited public transport alternatives,
- Emergencies,
- Health & safety reasons including carrying large amounts of money,
- Required to work late (after 9pm) where this is not a regular event or a frequent event (more than 30 times a year).

Taxi expenses must be supported by a receipt and a full explanation and submitted on an expenses claim form. Handwritten receipts are acceptable for taxi claims provided they are on taxi company's stationery (e.g. a receipt card).

6. Car/van hire

All car/van hire must be approved and booked by a Senior Manager.

7. Private car

Employees and volunteers may use their own car provided that:

- It has been agreed by the line manager in advance,
- The driver holds a current driving license,
- The vehicle is roadworthy and has valid motor insurance policy that provides cover for driving on New-U Enterprises business,

New-U Enterprises will not reimburse motor losses, however incurred and irrespective of blame.

New-U Enterprises uses HMRC advisory rate to reimburse mileage cost for use of private cars. The current allowance set by HMRC is 45p per mile up to the first 10,000 miles and 25p per mile thereafter. All mileage claims must include start and end points of each journey and the business reason for the journey.

8. Parking

Parking costs necessarily incurred when working away from an employees usual base will be reimbursed when supported by receipts. Parking meter charges will also be reimbursed if details of date, times and location, and reason for travel are provided with the claim. Reimbursement of parking for volunteers is discretionary and should be agreed in advance. Payment will usually be made from petty cash or a direct bank transfer.

9. Penalties, congestion, and toll charges

Speeding and other driving offences and parking infringement fines will not be reimbursed. Congestion or toll charges will be reimbursed if they were necessarily incurred. Fines for non-payment of the congestion charge or any other penalty will not be reimbursed.

10. Team, staff and one to one meetings

Where a meeting can be accommodated using existing New-U Enterprises facilities within a reasonable distance then these facilities must be used. Employees and volunteers may choose to hold their meetings outside New-U Enterprises premises or coffee shop over a tea / coffee where there is no New-U Enterprises facilities available within a reasonable distance. A maximum of £3 per person for tea / coffee may be claimed if attendee numbers are four persons or less. This allowance may not be claimed more than three times in any given week

The cost of refreshment, breakfast, lunch and evening meals for staff meetings, including one to one meetings, held both inside and outside New-U Enterprises premises will not be reimbursed. Normal travel and subsistence rules will apply for traveling staff and volunteers.

11. Business and staff entertaining

Staff entertainment is not allowable under the policy. This is because it would not be an appropriate use of public donations and due to tax reasons.

Business entertainment i.e. the provision of food and drink is allowable where there is a clear business reason and strictly in the interest of New-U Enterprises to provide it.

Where possible meeting should not be held over lunch time or non-working hours.

Where a meeting takes place during normal working hours (between 9.30am to 5pm, Monday to Saturday), it is acceptable to provide a light sandwich lunch for all attendees if:

- The meeting runs over lunchtime; and,
- A 'working lunch' is planned to maximise the time spent with the external guests;

and,

- At least 50% if the attendees are external.

12. Events outside of normal working hours

Where a meeting or event takes place outside of normal working hours (outside of 9.30am to 5pm, Monday to Saturday), it is acceptable to provide lunch or an evening meal for all attendees if:

- There is a genuine business reason for the meeting – i.e. it is to discuss New-U Enterprises business and not for personal networking; and,
- At least 50% of the attendees are external.

13. Telephones, data, office supplies and equipment

New-U Enterprises will reimburse only those costs, which are incurred wholly, necessarily, and exclusively in connection with the business. The following applies:

- Reimburse costs of business calls made on personal devices and landlines on production of an itemised bill,
- Reimburse reasonable costs incurred for accessing Wi-Fi networks while working away from the contractual place of work e.g. a hotel, if there is a genuine business reason for the access,
- Data costs for downloading or using the Concur app will not be reimbursed as there are free alternative ways to making an expense claim,
- Data costs incurred as part of personal contract for mobile devices will not be reimbursed.

13. Childcare or other dependent care

New-U Enterprises will not reimburse indirect costs such as childcare or other dependent care.

14. Training, learning and development

Only pre-approved training requests can be claimed with supporting documents showing its approval and actual cost. Claims should be made on a staff expenses form.

15. Miscellaneous Expenses

Miscellaneous expenses for regular or one off purchases below £250 will be reimbursed and should be submitted on the staff expenses claim form, with evidence of purchase and cost, ie receipt. Purchase of an item(s) totalling more than £250 are not covered by this policy must be purchased via the Strategic Director.

16. Claim frequency

There is no specific rule on how often you may claim expenses. However, usually claims will be paid at on the same day as salary payments (25th of each month)

Please note that New-U Enterprises reserves the right to refuse payment of expenses for claims older than 6 months.

Date of review: 16th May 2026