Expenses Policy

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Audience:	ADCH Trustees, Staff and Volunteers		
Owner:	Governance Committee	**Author:**	ADCH
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1. Introduction

ADCH is a registered charity with limited funds. These funds are to be used solely for the promotion of the objects of the charity as enshrined in the ADCH Constitution (clause 3). Expense claims must be reasonable, incurred wholly for ADCH business, and made honestly and accurately.

2. Application

This policy applies to the following individuals undertaking roles on behalf of ADCH:

- Employees of ADCH
- Trustees of ADCH
- Members of ADCH Committees, Sub-Committees and Working Groups
- ADCH Volunteers

2.1. Where an individual holds more than one role within ADCH (for example Trustee and volunteer), the governance requirements of the most senior role will apply for the purposes of expense approval and reporting.

2.2. Individuals who act as Trustees, Committee Members or Volunteers on behalf of ADCH, and who are employed (in any capacity) by a Member organisation with a gross annual income exceeding £1m, are not entitled to claim expenses from ADCH.

2.3. Where such individuals are unable to reclaim legitimate expenses from their employer, they may request approval to claim expenses from ADCH from the Honorary Treasurer or Chair of Governance Committee. Any such approval must be confirmed in writing and shared with the individual responsible for approving the expense claim outlined in section 4.

3. Policy Principles

Expenses will only be reimbursed where they are reasonable, and wholly, exclusively and necessarily incurred in undertaking authorised work on behalf of ADCH and in furtherance of the charity's objects as set out in the ADCH Constitution (clause 3).

Only actual out-of-pocket expenses will be reimbursed. Claims must be supported by receipts or other appropriate evidence wherever possible.

Individuals incurring expenses are expected to exercise care and judgement when spending ADCH funds and to select the most cost-effective reasonable option available.

Where a more expensive option is chosen when a suitable lower-cost alternative exists, reimbursement may be limited to the cost of the most economical reasonable option.

ADCH reserves the right to refuse or recover any expense claim that does not comply with this policy.

Expenses reimbursed under this policy are intended solely to reimburse reasonable costs incurred while undertaking authorised ADCH business and do not constitute payment, remuneration or financial benefit for carrying out the role.

4. Approval of Expenses

These approval requirements apply to all expenses claimed under this policy.

Expenses should normally be agreed in advance where possible. **Where an expense is expected to exceed £50, approval must be obtained in advance** in accordance with the approval arrangements set out below.

Where the exact cost of an expense is not known in advance, a reasonable estimate should be provided when seeking approval.

Approval does not override the limits set out elsewhere in this policy. Reimbursement will only be made for actual costs incurred and within the limits specified in the relevant sections of this policy.

Approval responsibilities are as follows:

Role claiming	Approved by
Employees	Executive Director
Executive Director	Chair of Trustees
Trustees	Treasurer
Treasurer	Chair of Trustees
Volunteers	Volunteer Manager (who will consult with the Executive Director)

No individual may approve their own expenses.

For those approving, there should be consideration as to whether the level of expense likely to be incurred could reasonably be reduced in part or entirely, for example by attending a meeting by telephone link rather than in person.

All expense claims must be supported by receipts or other appropriate evidence.

5. Travel Costs

Travel should always be undertaken using the most cost-effective reasonable method, taking into account cost, time, safety and practicality.

Where possible, individuals should consider whether travel is necessary or whether the purpose of the meeting or activity could reasonably be achieved by remote means.

5.1. Private Vehicles:

Where individuals use their own vehicle for authorised ADCH business travel, mileage may be claimed in line with the HMRC Approved Mileage Allowance Payments (AMAP) rates in force at the time.

At the time of approval of this policy the rates are:

Vehicle	First 10,000 miles (per tax year)	Over 10,000 miles
Cars & vans	45p per mile	25p per mile
Motorcycles	24p per mile	24p
Bicycles	20p per mile	20p

Mileage claims should be based on the most direct reasonable route and rounded to the nearest whole mile.

These rates apply to petrol, diesel, hybrid and fully electric vehicles where the vehicle is privately owned.

Where an individual transports another ADCH employee, Trustee or volunteer undertaking the same authorised journey, an additional passenger allowance of **5p per mile per passenger** may be claimed by the driver.

Individuals claiming mileage must ensure that:

- their vehicle is roadworthy, appropriately taxed and has a valid MOT where required
- they hold valid driving licence and appropriate motor insurance including **business use**
- mileage claims reflect the most direct reasonable route undertaken for ADCH business.

Mileage claims must clearly state the purpose of the journey, start and end locations, and total miles travelled.

5.1.1. Parking Charges

Reasonable parking charges incurred while undertaking authorised ADCH business may be claimed where supported by receipts.

5.1.2. Toll Charges

Necessary toll charges may also be claimed where these are unavoidable as part of the journey. Optional toll routes (for example where a free alternative route exists) may only be claimed where their use <u>significantly</u> reduces the overall travel time or cost of the journey

5.1.3. Parking fines

Parking fines, speeding fines or other penalties will not be reimbursed under any circumstances.

5.2. Public Transport

Public transport should normally be used where it represents the most cost-effective and practical means of travel. Standard class should normally be used.

Where possible, travel should be booked in advance in order to obtain the most economical fare available.

5.3. First Class Travel

First-class travel should only be used where it is more cost effective than standard class. Where an individual chooses to travel first class, ADCH will reimburse no more than the equivalent standard-class fare. The claimant must provide evidence of both the standard-class and first-class fares, clearly indicating the difference, for audit and record purposes.

5.4. Hire Cars and Taxis

Hire cars, taxis or any other vehicle rental should only be used where public transport or other reasonable travel options are unavailable or impractical. Where possible, individuals should consider sharing taxis or hire vehicles when travelling to the same destination for ADCH business.

6. Food and Drink

Reasonable costs for food and non-alcoholic drinks may be claimed where an individual is undertaking authorised ADCH business away from home for a continuous period exceeding four hours, including travel time.

Food and drink expenses may be claimed up to the following limits:

Duration away from home	Maximum claim
4–10 hours	£15
Over 10 hours (up to 24 hours)	£25

Reimbursement will be made for the actual cost incurred as shown on the receipt, up to the maximum limits set out above.

The limits above represent the maximum total food and drink claimable during that period, not per meal.

Where meals are provided as part of a meeting, event or accommodation booking, additional food expenses will not be reimbursed where the claimant chooses not to consume the meal provided.

Alcoholic beverages will not be reimbursed.

Refreshments such as tea, coffee and light snacks may be provided by ADCH for meetings where appropriate. Personal purchases of refreshments (for example takeaway coffee or similar items) will not normally be reimbursed unless the activity meets the time thresholds set out above.

7. Accommodation

Accommodation expenses may be claimed where authorised ADCH business reasonably requires an overnight stay away from home. Overnight accommodation should only be used where it is reasonable and necessary, and individuals should consider whether the journey can reasonably be completed in a single day before arranging accommodation.

Where possible, travel arrangements should be planned to avoid the need for overnight accommodation. Accommodation should be reasonably priced and booked in advance where possible, taking into account location, availability, safety and the practical requirements of the activity.

The following maximum limits apply per room, per night (room only):

Location	Maximum claim
Capital cities	£150
All other locations	£120

Reimbursement will be made for the actual cost incurred as shown on the receipt, up to the maximum limits set out above.

Where ADCH has arranged accommodation directly (for example for a meeting, event or conference), the accommodation provided should normally be used and individual claims should not be made.

Where an individual is required to stay for multiple nights, the same nightly limits apply unless alternative arrangements have been made or approved by ADCH.

Additional hotel charges such as room service, minibar items, in-room entertainment, laundry or other personal expenses will not be reimbursed.

Where internet access or Wi-Fi is required for authorised ADCH work and is not included in the accommodation cost, reasonable charges may be claimed.

Meals not included in the accommodation booking may be claimed in accordance with the Food and Drink section of this policy.

8. Sundry Expenses

Reasonable costs for items purchased in order to support authorised ADCH business may be reimbursed where they are necessary for the activity being undertaken.

Examples may include small items such as stationery, printing, postage or other minor materials required to deliver ADCH work.

Where possible, such purchases should be agreed in advance and should comply with the approval requirements set out in Section 4.

Personal purchases or items for general use will not be reimbursed.

9. Claims

9.1. Timing of claims

Expense claims should normally be submitted monthly and should include all expenses incurred during that period. Claimants should avoid submitting multiple claims within the same month where expenses can reasonably be grouped together.

Claims submitted more than eight weeks after the expense was incurred will not normally be reimbursed, unless exceptional circumstances apply.

9.2. Submitting claims

Expense claims must be submitted via email using the ADCH Expense Claim Form, with all required supporting evidence attached to the appropriate approver as outlined in Section 4.

9.3. Approval of claims

Expense claims must be approved in accordance with the approval arrangements set out in Section 4 before payment can be made. Approval should be provided via email.

No individual may approve or authorise payment of their own expense claim.

9.4. Processing and payment

Once approved, claims will be submitted to the appropriate ADCH administrative or finance function for processing and payment.

Approved expense claims will normally be paid by bank transfer (BACS) within 28 days of approval.

Policy Review

This policy will be reviewed in accordance with the ADCH policy review schedule and recorded in the policy log.

9.5.

Version History

Version	Changes Made	Date	Made by
1	First Release	23/09/2019	ADCH
2	Rewrite of: Threshold, rates and approval process in light of Cost-of-Living Crisis.	06/06/2023	ADCH
2	Updated email and name to reflect ADCH staffing changes.	19/06/2025	ADCH
3	Re write to incorporate staff within the previous volunteer expense policy	June 2026	ADCH