

## **Key Housing Association Ltd**

### **Staff Expenses Policy (Office Based Staff)**

All claims for accommodation and travel expenses should be made on a travel expenses claim form. This form should be signed by the claimant and authorised by the line manager. Travel claims should be claimed whenever appropriate at the cost of public transport rate. Where mileage claims are appropriate the approved rates should be used. Full details and purpose of the journey should be detailed on the form. All travel expenses claims will be double checked by finance before any payment is made. All receipts should be attached where appropriate.

A maximum of £7.50 will be paid for lunch and coffee expenses, and £15.00 for evening meal expenses where appropriate. Under no circumstances will alcohol purchases be reimbursed. Overnight accommodation should be claimed at a reasonable cost where appropriate and agreed with line manager.

Claims should be made no later than one month after the expenditure. Travel expenses will be processed through salary payments.

### **Board Member Expenses Policy**

Board members will be reimbursed for reasonable out of pocket expenses associated with travel to Board meetings, review group meetings and any other agreed events. Claims should be made on the Board Member expenses forms which should be signed by the claimant. These will be reviewed and authorised by the CEO/Head of Finance prior to payment.