



EXPENSES POLICY (PL15)

Scope

This policy applies to all Oxfordshire Community Churches (OCC) staff and volunteers, including employees of its trading subsidiary, The King's Centre Ltd (TKC).

Introduction

We expect that most staff and volunteers will *not* regularly incur expenses on behalf of Oxfordshire Community Churches (OCC) or The King's Centre Ltd (TKC), but OCC will reimburse staff/volunteer expenses according to OCC's contractual obligations, or at OCC's discretion where no contractual obligations exist.

Policy

OCC will pay for staff and volunteer expenses where one or more of the following conditions are met:

- Particular expenses were pre-approved explicitly in the worker's contract of employment or volunteer agreement (e. g. mileage/equipment)
- Particular expenses were pre-approved with the worker's line manager/church leader/appropriate budget-holder
- The worker acted in good faith and incurred an emergency expense on behalf of OCC or TKC after exhausting reasonable alternatives (catching a lift with someone else, checking stock before ordering more, etc.)
- The worker has kept a receipt of the expense, and has correctly submitted an expense claim:
 - ◊ staff: in accordance with the human resources system used by the relevant region or department
 - ◊ volunteers: please ask the office for a claim form, which should be completed in full and returned

If the worker cannot satisfy at least one of the conditions above then we may still choose to reimburse them, but we do not promise to look favourably on similar unsubstantiated claims in future.

If you have any questions or concerns, please speak to your supervisor/line manager or team/church leader, or contact the HR Manager (hr@occ.org.uk).

Legal requirements

It is illegal for staff to claim mileage expenses to and from their normal place of work and their home (i.e. commuting). It is not illegal for staff to claim mileage between their place of work and a third location, but we reserve the right to refuse an expense claim that does not meet any of the conditions above.

Claims for the first 10,000 miles in the budget year (Sep-Aug) are paid at 40p/mile, then at 25p/mile beyond that.

Application/Procedure

The procedure for claiming expenses varies according to the HR system used by each region and/or department. For guidance on claiming expenses on breatheHR (Central), please see **PR15 Expenses Procedure (breatheHR)**.

Revision History

Date & Author/Reviewer	Version	Notes	Next review due
Historic	1.0		
13/05/2019 Andrew Clark	1.1	Clarification edits	
09/03/2020 Ruth Morton	1.2	Standardisation	2020
20/04/2020 Ruth Morton	1.3	Removal of specific breatheHR instructions & 2020 reference to breatheHR procedure; minor edits	