

Expenses policy for External Expense Claims

The Health Foundation (“The Foundation”) will reimburse the costs of reasonable expenses (as set out in this document). It is the responsibility of the individual to cover the cost of any expense above these limits.

1) Trains

Journeys **under** 2½ hours

The Foundation will reimburse up to the cost of the cheapest available advance purchase standard class ticket for train journeys under 2½ hours. It is not the Foundation’s policy to pay for an open ticket, unless there are extenuating circumstances.

Journeys **over** 2½ hours

The Foundation will reimburse up to the cost of the cheapest available advance purchase first class ticket for train journeys over 2½ hours. The Foundation will not pay for an open ticket. If a ticket is purchased immediately before travel, a standard class ticket must be purchased, irrespective of the journey time.

*The **original ticket / proof of ticket type, destination and cost** is required (please ensure you retain the ticket if using the automated barriers).*

2) Tubes and Buses

This is the preferred method of travel for short journeys in London or where public transport is accessible.

The Foundation will reimburse all reasonable bus and tube fares.

A receipt is not required when an oyster card is used. The claim should cover cost of the journey not top ups.

3) Taxis

Public transport is the preferred method of transport. However, the Foundation will reimburse taxi fares when: public transport is not available, the claimant is carrying heavy luggage, or it is late at night. *A receipt is always required.*

4) Private Car

Mileage will be reimbursed at the HM Revenue & Customs approved mileage rates.

The rate is currently 45p per mile for cars and 24p for motorbikes/scooters. The Foundation will reimburse mileage for journeys up to 100 miles. If a journey of more than 100 miles is to be undertaken, approval should be sought before the journey is undertaken, because it is usually more cost effective to use public transport for longer journeys.

A receipt is not required.

Please note that it is the individual's responsibility to ensure that their car insurance covers them for business travel. They must comply with all laws, regulations and good practice relating to the vehicle whilst driving during the Health Foundation's related business i.e. ensuring the vehicle is serviced and maintained on a regular basis. Plan safer journeys where possible (e.g. by changing to a safer travel mode such as rail or air, avoiding driving in adverse conditions, reducing distances, and driving through appropriate rest breaks, optimising schedules and specifying safest routes.)

5) Air Fares

Journeys **under** 3 hours

The Foundation will only reimburse up to the cost of an **Economy ticket** (advance purchase fare) for journeys under 3 hours.

Journeys **above** 3 hours

The Foundation will reimburse up to the cost of a **Premium Economy ticket** (fare that is one step up from its Economy Fare) for journeys over 3 hours.

Business class flights will only be reimbursed with the **prior** approval from a Director of the Foundation.

A printed copy of the confirmation of the flight details and cost are required.

6) Hotel costs

The Foundation will reimburse the costs of a hotel near the location of the meeting/event where accommodation is needed up to a value of £150 including VAT per night or £180 if the event is in London.

A receipt is required.

7) Other incidental costs

The Foundation will reimburse the costs of reasonable incidental costs including meals, snacks, soft drinks and car parking.

A receipt is required.

8) Claims and documentary evidence

Expense claims should be submitted on a Health Foundation claim form, and must comply with this policy.

9) Payment of fees for contracted work

Fees for work cannot be claimed through expenses. An invoice should be sent to The Foundation. Any expenses relating to the contracted work should be claimed back in accordance with the terms of contract.

The Foundation reserves the right **not** to pay expenses submitted more than three months after the expenditure has been incurred or not complying with this policy.

The claim should be accompanied by original receipts or tickets where requested. Detailed receipts are required, credit card slips are not acceptable.

All expenses will be paid into the nominated bank account on the expense form. The Foundation does not issue cheques.

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Approved by: Directors' Team

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