



# STAFFING MATCH



TRAVEL & EXPENSES POLICY

2019

## Staffing Match Travel & Expenses

### 1. Accommodation & Food

- i. We recognize that at times, you may have to stay away from home overnight as part of your role. The Company is committed to providing safe & secure hotel accommodation for anyone that:-

Is spending more than 1 day on a site/in a branch and their journey is over 2 hours or 150 miles return

Needs to be on a site/in a branch for 1 day only but has an early start (before 8am) or a late finish (after 6pm) and their journey is over 2 hours or 150 miles return.

- ii. All hotel accommodation needs to be pre-agreed with your Line Manager.
- iii. The hotel chains that the Company recognises are; Travelodge & Premier Inn. Should there be none of these situated in your location, please look for an alternative with a price and speak to your Line Manager for confirmation prior to booking. Failing to do so could result in your claim not being approved.
- iv. A daily allowance of up to £10 per breakfast and £20 per evening meal will be reimbursed on presentation of a receipt to cover the breakfast and the evening meal. This may include a maximum of 1 alcoholic beverage. Any over spend to these amounts will not be covered by the company unless pre authorized
- v. Car parking whilst at the hotel will also be reimbursed on presentation of a receipt.
- vi. When working on a site or in a branch that is not your home site/branch, you are expected to remain at work until 16.00, unless otherwise agreed with your Line Manager.
- vii. Whilst working away from your home branch, no expenses are to be submitted for lunch meals.

### 1. Travel expenses

- i. In line with HMRC instructions, all travel must be to and from a business address, anything other could lead to tax penalties for yourself
- ii. Mileage is claimed at your agreed rate, please see below appendix. Any questions on this must be raised to your Line Manager. From time to time this rate may change and you'll be notified of this accordingly.
- iii. On journey's from branch to branch, which does not fall in to everyday working/commuting, an additional 10p per mile will be paid when car sharing (of two or more people) takes place. Client site visits which require two people from the same branch to meet with a client does not fall in to this incentive.
- iv. Taxi and rail travel is only to be used as an absolute necessity and with prior approval from your Line Manager.
- v. Where possible do not use: Toll Roads, Bridges & Tunnels. Where necessary to use, these costs can be submitted with evidence of the receipt
- vi. Any speeding, parking, driving or toll penalties can not be claimed by the employee and the employee is liable to pay such charges

### 3. Additional expenses

- i. Business expenses must be kept to a limit and any stationary/office orders must be ordered with prior written authorization of your Line Manager.
- ii. Client gifts/entertainment may only be bought and given if the purchase falls in line with each companies individual Anti-Bribery Policy, and is kept to a maximum of £20. Please ensure you receive authorisation before making any client purchases.

Expenses will be paid each Friday for all claim submissions that are submitted by Thursday at 10am on the week you wish to be paid, with accompanying receipts. This must be emailed to [Bhushan.amodka@staffingmatch.co.uk](mailto:Bhushan.amodka@staffingmatch.co.uk) with your Line Manager copied in for authorisation. Please remember to add your closing mileage. Monthly expenses must be submitted by the 5<sup>th</sup> of each month

Should you have any questions regarding expenses, please speak with your Line Manager in the first instance.

All expenses will be paid directly in to the Bank Account given to SM Global Consultancy Ltd by yourself.

Expenses may be held if you have not submitted the required documentary evidence of Business Insurance or DVLA check when requested.

Please note, for the avoidance of doubt, all Line Manager authorisation needs to be done so in writing.

Falsifying expenses claims can lead to disciplinary action being taken on yourself, please ensure all claims are correct and in line with business requirements before submitting.

Appendix 1

<b>Car</b>	<b>CC</b>	<b>FUEL TYPE</b>	<b>Per Mile Claim</b>
Company	1600 or less	Diesel	<b>£0.10</b>
Company	1601 to 2000	Diesel	<b>£0.12</b>
Company	Over 2000	Diesel	<b>£0.14</b>
Company	1600 or less	Petrol	<b>£0.12</b>
Company	1601 to 2000	Petrol	<b>£0.15</b>
Company	Over 2000	Petrol	<b>£0.22</b>
Car Allowance	NA	NA	<b>£0.20</b>
Private car use	NA	NA	<b>£0.45</b>