

Expense policy

Company

Policy owner

Applies from

Claims approved by

Claims submitted within

Spending limits

Hotel, a night, outside London

Hotel, a night, in London

Meals while travelling, a day

Client entertainment, a person

Rail travel

Mileage in your own vehicle

1. Who this policy is for

This policy applies to everyone who works for the company and spends money on its behalf. It explains what you can claim, how to claim it and how claims are approved. If something isn't covered, ask the policy owner before you spend.

2. What you can claim

You can claim costs you pay yourself that are wholly for the company's business: travel, hotels, meals while travelling away from your usual workplace, and other costs your approver has agreed in advance. The limits above are the most you can claim, not a target.

3. What you can't claim

Your normal journey to and from work, personal costs, fines and penalties, and anything over a limit that wasn't agreed in advance.

4. Receipts

Keep a receipt or invoice for every cost and attach it to your claim. Where VAT is charged, ask for a VAT receipt so the company can reclaim the VAT. A cost without a receipt may not be paid back.

5. Travel and mileage

Book the most economical option that gets you there on time. If you use your own car, van, motorcycle or bicycle for business journeys, the company pays mileage at HMRC's approved rates. Record the date, the journey, the reason and the miles for each trip.

6. Claiming and approval

Submit your claim within the time above, with each cost on its own line. Your approver checks each cost against this policy, and may ask about it or turn it down. Approved claims are paid back with the next payroll or by bank transfer.

7. Changes

The policy owner reviews this policy each year and tells everyone of any change before it applies.

A template to adapt to your business, not legal or tax advice. Check it against your employment contracts, and take advice where you need it.