




#### 4.9 Staff Expenses Policy

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<b>Date of adoption</b>	March 2020
<b>Reviewed</b>	
<b>Signed (on behalf of the management committee)</b>	
<b>Name of signatory</b>	Kate Hilton
<b>Role of signatory</b>	Chair
<b>This policy will be reviewed</b>	Every 2 years
<b>Date of next review</b>	March 2022

## **4.9 Staff Expenses Policy**

### **Policy statement**

Little Thetford Acorns ensures that staff and committee members are recompensed for expenses incurred whilst carrying out the duties required solely to fulfil their role, including training and purchasing resources for pre-school.

### **Procedures**

- Staff and committee members will not incur any expenses without the prior knowledge and or/approval of their line manager.
- For all purchases, a receipt must be submitted to the office.
- For all purchases, the relevant expenses form must be completed and signed by the authorising manager.
- On payment of cash expenses, they are to be signed for and dated.
- Expenses over a threshold value appropriate for petty cash will be reimbursed by means of a cheque.

### **Mileage Allowance**

- Staff may claim back mileage allowance, where they have travelled in their own vehicle solely for the purposes of fulfilling their role at Little Thetford Acorns, including for training.
- Mileage will be calculated as the distance driven from home to the venue and back, minus the distanced normally commuted from home to their place of work ie Little Thetford Acorns.
- Mileage will be paid at the statutory mileage allowance of 45p per mile for the first 10,000 miles during one financial year.
- Claims for mileage allowance will be made on the relevant mileage expenses claim form.