



Expenses Policy

**Market House
14 Market Street
Lerwick**

A charitable company limited by guarantee registered in Scotland No. 165677
Registered Office Market House, 14 Market Street, Lerwick, Shetland ZE1 0JP
Company Secretary Catherine Hughson
Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

Voluntary Action Shetland

POLICY AND PROCEDURES FOR CLAIMING EXPENSES VAS STAFF

There are two types of expenses that can be claimed by staff these are: -

- 1. Travel within Shetland**
- 2. Travel out with Shetland**

Voluntary Action Shetland has been awarded a Dispensation from the Inland Revenue in connection with expenses paid to employees. This is authorised by Section 96 and Section 65 of the Income Tax (Earnings and Pensions) Act (ITEPA) 2003.

Staff will be paid their expenses monthly together with their salary. Claims will be paid in arrears and expenses forms duly authorised should be submitted as soon possible after the end of the month. It is essential that all staff claim their expenses monthly in order that budgets can be effectively monitored and adjusted should the need arise.

1. TRAVEL WITHIN SHETLAND

This should be completed on the expenses form, please include all details and attach any receipts that may be relevant to the claim.

2. TRAVEL OUT WITH SHETLAND

When travelling to the mainland on business, prior approval by the Executive Officer must be obtained using the Travel Request Approval Form. The approved form should be given to the Finance Officer who will make the necessary travel arrangements.

OVERNIGHT SUBSISTENCE

The overnight subsistence allowance is £30 per 24-hour period for travel out with Shetland. This will be paid using the expenses form. You must stipulate the period of absence from Shetland and detail the purpose of your journey.

This rate is to cover meals and any incidental expenses; you are not required to produce receipts for this subsistence as it has been agreed through the Inland Revenue as part of the Dispensation.

Any bus, trains or taxi fares can still be claimed as per usual but receipts are required for these items. Public transport should be used wherever possible.

DAY RETURN TRIPS OUTWITH SHETLAND

When travelling to mainland on a day return, expenses may be claimed for lunch or dinner. Receipts are required for these expenses and there is a maximum of £20 claimable in any one day.

No subsistence is paid for lunch or dinner expenses for day travel in Shetland.

ADVANCE OVERNIGHT SUBSISTENCE

Should you require advance overnight subsistence, submitting a claim on the expenses form can release this. You must stipulate that it is an advance claim and include the date and details of proposed journey and the total overnights subsistence required. Once completed pass to the Executive Officer for authorisation and arrangements for payment of advance overnight subsistence will be made directly to the employee.

MILEAGE

Dispensation no longer applies for payments related to mileage claims.

The mileage rate for VAS staff is 53.06p per mile

The mileage rates that are tax-free are as follows: -

Cars and Vans

On the first 10,000 miles in the tax year	45p per mile
On each additional mile over 10,000 miles	25p per mile

Once an employee has reached the limit of 10,000 miles their mileage rate will drop from 53.06p to 25p per mile.

When claiming mileage you should detail, date and destination of your proposed journey.

An employee claiming mileage for business use must have a valid driving licence, a current MOT certificate and insurance covering business use.

Expenses forms must be authorised by the Executive Officer prior to payment. Failure to comply with this procedure may result in claims not being met.