



## Expenses Policy – Schedule.

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy. Where other policies are referred to they can be viewed in the Policy Library

## Expenses Policy - Schedule

### 1. Introduction

1.1 This document sets out the RSN's policy on Expenses when making expense claims and incurring expenses on an RSN credit card. The RSN will reimburse reasonable expenses wholly, necessarily and exclusively incurred in connection with work carried out on behalf of the RSN.

1.2 This policy does not form part of any employee's contract of employment

1.3 This procedure must be read in conjunction with the Expenses Policy and Expenses Procedure.

### 2. Scope

2.1 The Policy sets out in this document applies to all employees (i.e. people paid via the RSN payroll), volunteers, freelance tutors and future tutors and Council Members.

#### 3.1 Public transport fares

Expenses associated with public transport such as trains, buses and underground as well as airfares (for travel to Glasgow and Williamsburg) are eligible for expenses claims.

It is expected that special reduced fare arrangements, such as cheap day and period returns are used where possible. Flights to Williamsburg are generally booked centrally by the Education Department. Please refer to the Head of Education & Studio for further information.

#### 3.2 Use of personal vehicle

Own vehicles may be used for business travel. Where practicable individuals should travel together to minimise costs. Anyone using their vehicle for business purposes must have a full UK driving licence, and the vehicle must have an in-date MOT certificate, be fully taxed and insured for business use. A mileage allowance (up to £10,000 miles per year) may be claimed as follows:

Car or van	45p per mile
Motorcycle	24p per mile
Bicycle	20p per mile

Parking fees, congestion charges and toll charges will be met by the RSN, but not parking fines.

#### 3.3 Taxis

The cost of travel by taxi (including Uber and minicabs) will be reimbursed in the following circumstances:

- There is no reasonable or practical alternative to getting to the destination.
- The individual has been required to work late and public transport is not reliably available, or the individual's safety is compromised.
- A 'heavy load' is being transported, which would be unreasonable to carry on public transport.
- The individual has a disability such that public transport is not appropriate.

The reason why the individual has chosen to travel by taxi must be described in the expenses claim form, and a receipt provided showing the date, place of departure and destination.

### **3.4 Subsistence**

The reasonable cost of meals purchased while working at a temporary workplace or while travelling within the UK and overseas will be reimbursed by the RSN. The following rates should be used as a guide:

Breakfast	£10
Lunch	£10
Dinner	£25
Incidental overnight expenses (this covers items such as telephone calls and laundry and does not need to be receipted)	£5 per day

### **4.5 Overnight accommodation**

Reasonable costs for overnight accommodation will be reimbursed where it is necessary for individuals to perform their duties away from their usual workplace.

As a guideline, accommodation is expected to be £120 per night or equivalent and should generally be booked centrally and agreed by line managers ahead of booking. Future Tutors attending RSN shows should not book their own accommodation and should refer to the Head of Marketing for further information on the arrangements.

The RSN no-longer pays an allowance if an individual chooses to stay overnight with friends or family.