



Expenses Policy

National Back Exchange

Responsible Person

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1. Version Control Summary

Date	Version no.	Summary of changes	Consulting group / person
2016	1	New Policy	Exec
June 2020	1.2	Review	Exec
Nov 2021	1.3	Reference to Executive Committee changed to Board of Directors	Board of Directors
Oct 2024	2.0	Reviewed and updated as NBE is a Charitable Incorporated Organisation as of 29th March 2023.	Board of Trustees

2. Introduction

The purpose of this policy is to guide members of the National Back Exchange Board of Trustees in claiming legitimate expenses incurred while performing activities on behalf of the National Back Exchange.

The policy will also ensure that adequate controls are maintained by the Charity, thereby safeguarding against unnecessary and excessive expenditure.

3. Policy Statement

Expenses are defined as “a cost or charge for subsistence, travel, accommodation and other sundries incurred wholly, exclusively and necessarily in performing duties on behalf of National Back Exchange”.

A claim for expenses should always be minimised and careful consideration must be given to whether expenses are necessary to the performance of the activity before incurring the expenditure. Where possible authorisation of the expense should be obtained before the event.

Expenditure will only be reimbursed on receipt of a fully completed National Back Exchange expenses claim form (**Appendix 1**) where valid VAT receipts are attached (credit / debit card slips are not acceptable). Expenses for specific events will be approved prior to these events by agreement of the Board.

Separate forms must be submitted for each episode of expense.

Expenses claim forms must be authorised by the appropriate Board member (see the Standing Financial Instructions) who is responsible for both adherence to this policy and for checking the accuracy of the claim.

Expenses will be paid by electronic transfer to the recipient's bank account.

4. Subsistence

Subsistence is defined as the necessary costs of meals and refreshments whilst traveling away from home during the performance of activities on behalf of National Back Exchange, that cannot be reasonably consumed at home before or after travel. Alcoholic refreshments are the choice and responsibility of the Board member and will NOT be reimbursed as an allowable expense.

- Breakfast including any drinks will be reimbursed on actual costs incurred up to a limit of £7.50.
- Lunch including any drinks will be reimbursed on actual costs incurred up to a limit of £7.50.
- Evening meals including any drinks will be reimbursed on actual costs incurred up to a limit of £25 per person per night.

- Reimbursements will be made in full for all receipts submitted up to the limits of £7.50 and £25 as stated above. Any costs incurred over these limits will be the responsibility of the individual.
- The rates listed above apply to meal purchases not included with any booked accommodation or Day Delegate Rates (DDR). Board members are expected to utilise meals included in their bookings where these are made available.

5. Travel

Travel is defined as the necessary costs of getting from one location to another during the performance of activities on behalf of National Back Exchange.

Board members should always aim to plan their travel well in advance, choosing the most economical routes, modes of transportation, and ticket options available. The door-to-door cost of the entire route and mode/s of transport taken should be considered as a whole. It is important to strike a balance between reasonable convenience and cost-effectiveness.

Mileage claims will be reimbursed at a rate of 45p per mile (up to 10,000 miles, thereafter the rate applicable is 25p). If you have a colleague with you in your car, who is also on business travel, you can claim an additional 5p per mile. (All rates are in line with HMRC guidance).

Airfares - Economy / Budget Class should be used for all flights. Board members should endeavour to plan far enough ahead to ensure maximum savings can be made from advanced bookings. It is not permitted to cash in one class of ticket in exchange for more seats at a cheaper rate in order to travel with another person. Amendments to prebooked tickets should be made in the most economical way available. Preference in airlines should not be requested for personal rewards.

By Rail – Economy / Budget Class should be used for all rail tickets. Board members should endeavour to plan far enough ahead to ensure maximum savings can be made from advanced bookings. It is not permitted to cash in one class of ticket in exchange for more seats at a cheaper rate in order to travel with another person. Amendments to prebooked tickets should be made in the most economical way available.

Car Parking – Members should park in the most cost-effective area available.

Other public transport - Taxi, bus and metro fares incurred where necessary to manage a door-to-door route are permitted where this has been considered as part of the travel cost as a whole for the entire journey. Consideration is

also given to extenuating circumstances where unexpected occurrences, such as delays and cancellation, may affect the alternative travel options a Board member may need to take. Board members should endeavour to obtain the most cost-effective route and ticket price, utilising day saver and economy ticket pricing where possible.

6. Accommodation

Accommodation should only be booked where wholly necessary to enable a Board member to carry out an activity as part of their board role.

It is expected Board members aim to achieve best value when booking accommodation.

Wherever possible accommodation should be booked by the central administration team and as far in advance as possible.

7. Other

Other reasonable out of pocket expenses may be claimed, if incurred wholly, exclusively and necessarily in performing duties on behalf of National Back Exchange. Examples may be the cost of phone calls, stationery and postage.

Where wholly necessary to enable the Board member to carry out a meeting relating to National Back Exchange business only, reasonable and basic refreshments to enable that meeting to take place such as tea, coffee and water may be claimable.

No gifts will be paid for from charitable funds to members, Board members, Trustees, employees, contractors or suppliers, with the exception of non-cash expenses as classified by HMRC's trivial benefit policy allowance. In every instance, this type of expense must be authorised by the Chair of National Back Exchange and the Finance Director of National Back Exchange.

8. Audit – Monitoring Process

Monitoring process	Requirements
Who	<ul style="list-style-type: none"> ● National Back Exchange Board of Trustees ● Association Administration Team
How	<ul style="list-style-type: none"> ● Reviewed in use by the Associations Finance Manager and the NBE Finance Director to ensure all expenses submitted are reviewed, processed and paid in accordance with the policy document ● Reviewed in use by the Associations Finance Manager and the NBE Finance Director to ensure the policy continues to ensure reasonable and adequate enquiries are made to ensure all expenses are incurred wholly, exclusively and necessarily in performing duties on behalf of National Back Exchange ● National Back Exchange Board of Trustees ● Association's Administration Team
Presented to	<ul style="list-style-type: none"> ● Board of Trustees
Monitored by	<ul style="list-style-type: none"> ● Procedural document review group <ul style="list-style-type: none"> - Sarah Thornton, Chair - Kerry Kemp, Vice Chair - Mary Muir, Publications Director ● National Back Exchange Board of Trustees ● Association's Administration Team
Completion / Exception report to	<ul style="list-style-type: none"> ● Extraordinary circumstances beyond the control of National Back Exchange and / or Association's Administration Team

9. Appendix 1

NATIONAL BACK EXCHANGE EXPENSES CLAIM



A separate Expenses Claim Form must be completed in full for each separate business activity WITH ALL RECEIPTS TO BE ATTACHED.

Claimed by: [your name]:		Address:	
Reason for Expense: E.g. Board meeting expenses, attendance at conference, etc			
Date of Expense:	Daytime tel:		
Date of Claim :	Email:		
If pre authorisation for this expense was required, please provide the details below:			
Name of appropriate Board member:		Date of pre authorisation:	
DETAILS OF EXPENSES - please attach receipts			
	Item/Details	Amount	
Rail fares:		£	-
Air fares:		£	-
Accommodation:		£	-
Refreshments:		£	-
Taxis:		£	-
Postage:		£	-
Stationery:		£	-
Telephone / fax:		£	-
Other (specify):		£	-
TOTAL:		Expenses sub total	£ -
MILEAGE CLAIM	<small>*pls attached a fuel receipt if possible</small>	Engine Size & Fuel Type:	
From:		To:	
Total miles:		Claimed at 45p per mile £	
Passenger miles:		Claimed at 5p per mile £	
Names of passengers:			
		Mileage sub total	£ -
		GRAND TOTAL of AMOUNT CLAIMED	
		£	-
SIGNATURE of CLAIMANT			
PLEASE SUPPLY BANK DETAILS :			
Name of Bank:			
Name on account:			
Sort Code:		Account Number:	
OFFICE USE ONLY :			
Date Finance Director reviewed & authorised:		Date bank transfer made:	
Signed by:		Dated:	

Please return to:
finance@nationalbackexchange.org