



**Turtle Dove Cambridge Community Interest Company**

**Expenses Policy**

**Reviewed: May 2025**

**Review due: May 2026**

### **Reimbursement of expenses**

Turtle Dove Cambridge (TDC) will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses in breach of this policy may result in disciplinary action.

Expenses will only be reimbursed if they are:

- claimed using the current expense claim form the file of which is available from your line manager and submitted to your line manager;
- submitted within three months of being incurred;
- supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
- where required, authorised in accordance with instructions in force at the time the expense was incurred.

Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society account on file.

In exceptional circumstances we may, at our discretion, agree to reimburse expenses that have not been incurred or submitted in accordance with this policy. In each case you should provide full details of why it was not possible to follow this policy.

Any questions about the reimbursement of expenses should be put to your line manager before you incur the relevant costs.

### **Travel expenses**

TDC will reimburse the reasonable cost of necessary travel in connection with our business. The most economic means of travel should be chosen if practicable/possible and you should use existing travel cards and season tickets wherever possible. The following are not treated as travel in connection with our business:

- travel between your home and usual place of work;
- travel which is mainly for your own purposes; and
- travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

**Trains.** You will only be reimbursed for the cost of standard class travel unless expressly authorised in accordance with the current authorisation procedure to travel first class. A receipt should be obtained for submission with an expense claim form.

**Taxis.** We do not expect you to take a taxi when there is public transport that would not greatly increase your journey time. However, when this is not the case, or the number of staff travelling together make it cost effective to do so, you can travel by taxi. A receipt should be obtained for submission with an expense claim form.

**Car.** Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage in accordance with the current authorised mileage rates authorised by HM Revenue & Customs. You can also claim for any necessary parking costs which need to be supported by a receipt or the display ticket.

Other than in exceptional circumstances, when we may exercise our discretion to do so, we will not reimburse any penalty fares or parking fines that you may incur while travelling on our business.

#### **Accommodation and other overnight expenses**

If you are required to stay away overnight in the course of your duties, you should discuss accommodation arrangements with your line manager in advance. Where possible, arrangements will be made on your behalf, but where this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.

For the avoidance of any doubt, when the cost of attending an event (such as a conference) involving an overnight stay includes the cost of accommodation and/or meals, additional claims under this policy should not be made for those items.