

## ICVA Expenses Policy July 2020



ICVA's officer expenses should be in line with the expectations of civil servants, namely:

- Travel should only occur when necessary – meetings incurring expensive travel must be necessary (as against telephone or video conferencing).
- Travel should be taken at the lowest practicable cost at the cheapest available class of travel. It should be booked in advance to ensure the best possible cost.
- Taxis should only be used where there is no other suitable method of public transport is available, if staff have heavy luggage, if it is cost effective to travel by taxi or where saving work time is required.
- Employees can only claim for meals that it is necessary to purchase and not where meals are provided.
- Tips, gratuities and alcohol will not be reimbursed.
- Overnight stays must only occur when necessary.
- Employees must not make travel decisions for personal benefit e.g. to benefit from frequent user-schemes.
- If employees claim travel or expenses whilst working for ICVA, but paid by another source (e.g. an OPCC) they must be in line with this expenses guidance. If you receive payment from an outside source, it must be surrendered to ICVA.
- All expenses require a receipt.
- All expenses should include an explanation of why the expense occurred.
- All claims must be made promptly and not later than 12 weeks after the expense occurred.
- Where a member of ICVA staff is hosting a meeting in a public space solely for the purposes of ICVA business, they are able to claim subsistence for non-ICVA attendees at the rates noted below per attendee.

Day meal rates are as follows:

- For a period of absence of more than 5 hours – refreshments up to a maximum cost of £5.00
- More than 10 hours absence – refreshments up to a maximum cost of £10.00
- Or 24 hour meal rate (if for lunch and dinner) up to £26

Bed and breakfast meal rates are as follows:

- In London a maximum cost of £125
- Elsewhere a maximum cost of £90

The Chief Executive must sign off any expenses which go above those listed above. Any exceptions must be agreed in advance and only where strictly necessary e.g. if there is no accommodation within a reasonable distance to a reasonable standard.

The Chief Executive must view and sign off the Chief Operating Officer's expenses. The Honorary Treasurer will provide oversight and a check on the Chief Executive's expenses.

Officers are able to book accommodation at the rates above using the ICVA CAF bank current account cards and pay for travel where the cost is in excess of £100 by same. Officers are also able to purchase any of the items listed in the Delegation of Authority policy directly.

Officers should pay for travel under £100 and subsistence themselves and claim back from ICVA with appropriate sign off.

Policy Review Date: April 2022