

Policy agreed: October 2024

Review date: October 2025

ICVA's employee and board member 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 you have heavy luggage, if it is cost effective to travel by taxi or where saving work time is required.
- Only meals that it is necessary to purchase can be claimed for, and not where meals are provided.
- Employees that are required to use a visual display unit will be reimbursed for eye tests.
- Tips and alcohol will not be reimbursed.
- Overnight stays must only occur when necessary.
- Travel decisions must not be taken for personal benefit e.g. to benefit from frequent user-schemes.
- Any expenses claimed but paid by another source (e.g. an OPCC) must be in line with this policy. If you receive payment from an outside source, it must be surrendered to ICVA.
- All expenses require a receipt.
- All expenses should be added onto an ICA claim form, detailing the expense.
- All claims must be made promptly and not later than 12 weeks after the expense occurred.
- Where an employee 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.
- ICVA maintains a gifts and hospitality register. You must alert ICVA via email at info@icva.org.uk if you are offered gifts / hospitality as part of your work for ICVA, whether accepted or refused. ICVA will publish this information in their register.
- ICVA publishes all expenses claims, with personal information removed, as part of its transparency.

Rates

Subsistence rates when out of normal place of work:

- 0 - 5 hours - up to £5
- 5 - 10 hours - up to £10
- 10 - 24 hours - up to £30

Bed and breakfast meal rates:

- There is no set maximum for overnight stay, however value for money and best use of public funds – lower priced suitable accommodation must be sought.

Mileage:

ICVA will pay mileage at HMRC rates, currently 45p per mile.

Any exceptions to these rates must be agreed in advance and only where strictly necessary.

Authorisation

The Honorary Treasurer will authorise the expenses of the Chief Executive.

The Chief Executive will oversee and authorise all other expenses.