

## Expenses Policy

### 1. General principles

The principle of the Expenses Policy is to ensure that staff and volunteers continue to be reimbursed for all necessary expenditure reasonably incurred in the performance of their role at DanceSyndrome. The basis of expense claims will be actual expenditure up to limits as specified in this policy. Staff must pay for their personal expenses and claim them back through the expenses procedure (see appendix 1).

Managers and staff should note that authorising managers have no authority to vary this policy; claims for items not allowed under the policy will be rejected. Staff should note that if they pay for expenses incurred by another individual, any deductions from their claim for non-compliance with policy will be their responsibility.

Volunteers will be reimbursed for out of pocket expenses related to them carrying out their role at DanceSyndrome. Volunteers should not be expected to purchase items out of their own personal expenses.

Failure to comply with this policy may be treated as a disciplinary matter. Unless specifically stated, the principles within this policy also apply to Freelancers.

### 2. Guidelines on how to claim your expenses

#### **2.1 Timeliness of submission**

Expenses should be submitted as soon as possible after they have been incurred and submitted to your line manager by the 7th day of each month on the appropriate expense claim form.

#### **2.2 Receipts**

Original receipts must accompany all claims. Credit card slips, or statements will not be accepted as evidence of business expenditure. A VAT receipt must include the name and address of the retailer, the retailer's VAT registration number, the date of the purchase, details of what goods or services have been purchased and the VAT inclusive value of those goods or services in sterling. A VAT registration number consists of nine digits and is set out in the following format: 123 4567 89.

#### **2.3 Mileage**

Mileage will be paid at a rate of 45 pence per mile. Claimants must provide postcodes of the start and destination points.

#### **Office address:**

**DanceSyndrome**  
C/O Pathway Associates  
Suite 2, Waterside,  
St James Court West,  
Accrington, Lancashire,  
BB5 1NA

**Telephone:** 07597 942494  
**Email:** [info@dancesyndrome.co.uk](mailto:info@dancesyndrome.co.uk)  
**Website:** [dancesyndrome.co.uk](http://dancesyndrome.co.uk)  
**twitter:** @Dancesyndrome  
**facebook:** [dancerleddisabilityinspired](https://www.facebook.com/dancerleddisabilityinspired)

**Registered Charity No: 1152664**  
Registered in England and Wales  
**Social Enterprise**  
and company limited by guarantee  
**Company No: 8402154**

### **3. Authorisation of expenses**

All expense claims must be authorised by a line manager or supervisor who is familiar with your work schedule. Authorising managers must ensure they are happy with the claim or reject it for correction or further information.

### **4. Help with expenses**

If you have a problem in completing your expense claim you should in the first instance, contact your line manager or supervisor

### **5. Payment of expenses**


Expenses which have been submitted according to this policy will be paid to the claimant on the 12th day of each month via BACS.

Whilst DanceSyndrome always endeavours to pay expenses on time, there may be rare occasions where external factors result in payments being delayed. Where this happens DanceSyndrome cannot be held liable for any bank or other charges incurred by the claimant.

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Date of implementation: February 2013

Date of next review: November 2020

Signed:  .....

**Sue Blackwell, Acting Chair – DanceSyndrome – 01.11.2019**

An easy read version of this policy is available at <http://www.dancesyndrome.co.uk/policies>

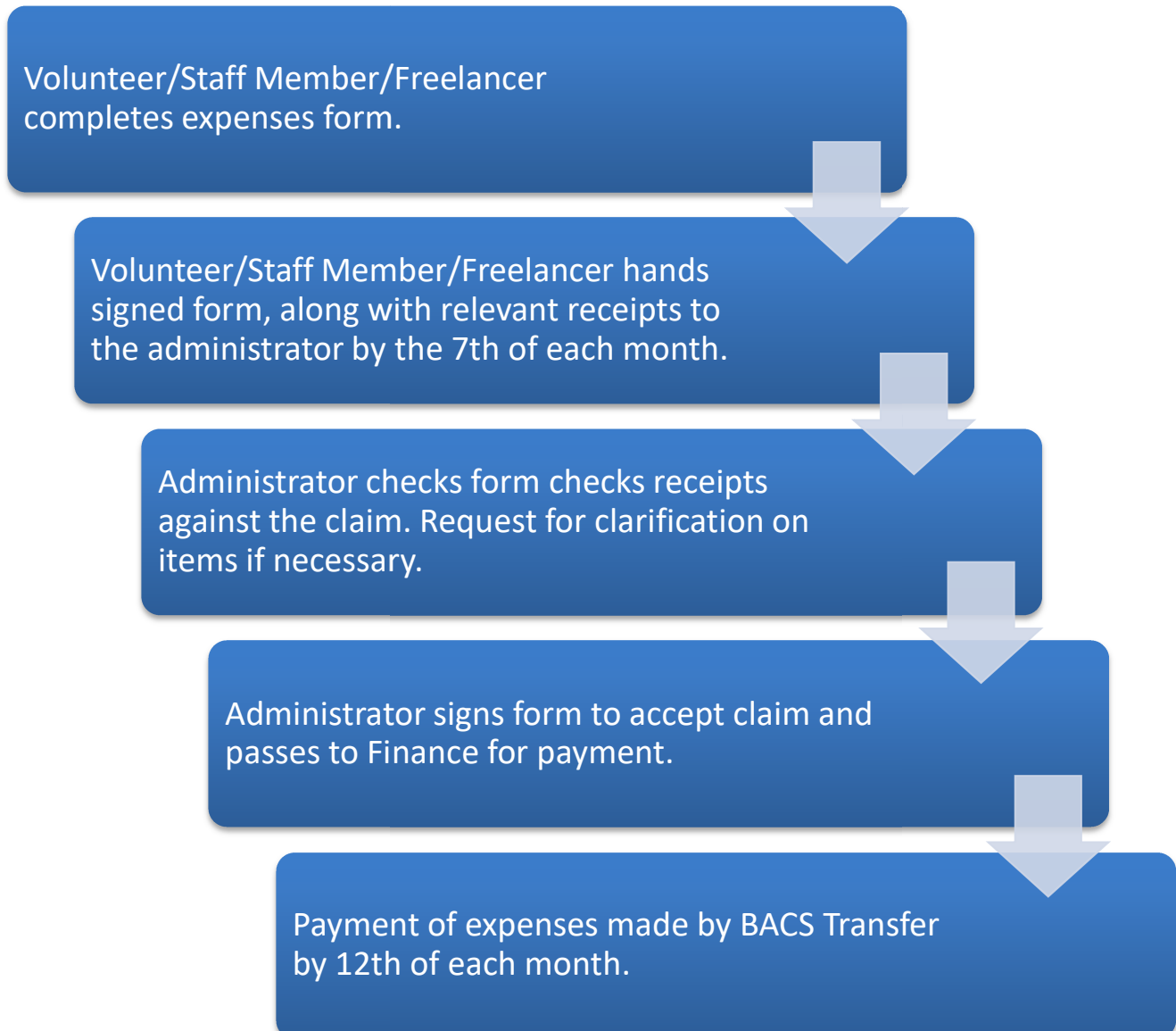
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**Appendix 1: Expenses Procedure**



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