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blue triangle

Expenses Policy

February 2023


Our Mission Statement

“To empower people to thrive.”

Revision history

Rev No.	Rev. Date	Consultation Requirements	Lead Officer	Committee	Approved by COM	Review Due:
0	Sept 2013	Review and new template	GH	Finance	20 Feb 2014	
1	Jan 2017	Review and new template	GH	Finance	26 Jan 2017	
2	February 23	Updated Policy	JL	FIA – 18 May approved	17 August 23	Feb 26

Chairperson

Signed: 

Dated: 17th August 2023

Chief Executive Officer

Signed: 

Dated: 17th August 2023

The purpose of this policy is to ensure that reasonable expenses incurred by employees and management board members in carrying out the Blue Triangle business are reimbursed.

The Policy sets out the type of expenditure to be undertaken and explains where employees or management board members use their own vehicle on Blue Triangle business, the requirements incumbent upon them.

It is our policy to reimburse any reasonable expenses incurred by employees and management board members in carrying out business.

We encourage the use of public rather than private transport, where this is practicable. All journeys undertaken by employees should be approved by the Service Manager (or Assistant) in advance.

If employees or management board members use their own vehicle on Blue Triangle business, they are responsible for the insurance of vehicles during business use and must comply with all relevant legislation together with the Blue Triangle's requirements regarding risk/vehicle safety.

Mileage claims will not be processed if appropriate business cover is not in place during the period of use.

Employees and COM/Board members should submit all expenses claims using form FN309.

Claims should be approved by:

- ▲ the appropriate manager in the case of employees,
- ▲ the Chief Executive in respect of SLT and COM/Board members; and
- ▲ the Chair in the case of the Chief Executive.