

Barth Syndrome UK Expense Claims Policy

Last Reviewed: **May 2025**

Policy

Barth Syndrome UK (BS UK) wants to ensure that staff, trustees and volunteers are not left out-of-pocket for the work they do for us, whilst also looking to get the best use of limited funds. Any amounts claimed must be for actual costs incurred by staff, trustees and volunteers wholly, exclusively and necessarily in the performance of their duties of employment, and adequate records must be submitted with each claim.

General rules

Expenditure incurred by staff, trustees or volunteers of BS UK should be necessary to achieve our goals and represent good value to the organisations that fund us.

Each staff member, trustee or volunteer is responsible for familiarising themselves with these rules and understanding the limits of their authority, as BS UK may not reimburse any expenses considered unreasonable or outside this guidance.

All expenses should be itemised, scanned copies of supporting receipts attached, and submitted via email.

Expenses under £10 that have no supporting receipt may be accepted. Expenses over £10 with no supporting receipt require a signed letter by the person claiming, explaining the purpose of the expense and the reason why a receipt is not provided. BS UK may decline to reimburse an expense claimed with no supporting receipt.

Mileage allowance

An allowance for mileage (including motorcycles and for carrying car passengers) will be paid to all BS UK staff, trustees or volunteers who use their vehicle or motorcycle on approved BS UK business. It is the responsibility of each individual staff member, trustee or volunteer to ensure that they have adequate insurance to allow them to drive their vehicle for business purposes. Employees will be required to sign a declaration that they are adequately covered for occasional business trips.

No mileage allowance is payable for travel between home and your regular place of work.

The current Inland Revenue mileage rates can be found on their website:

<https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>. In 2025 the rate is 45p/mile

However, it has been agreed by the board of BS UK that mileage allowance for staff, trustees and volunteers will be limited to 25 pence per mile, the same as that allowed for families when claiming for attendance at Barth clinic etc. This is to be enacted as from 1 August 2024.

Expenses will be reimbursed upon receipt of a relevant claim; claims should be submitted monthly (or at least quarterly – at the end of each quarter).

Parking fees, congestion charges and toll charges will be met by BS UK, but not parking fines.
Note: Staff, trustees or volunteers who use a car on BS UK's business must ensure that they possess a current driving licence and insurance cover.

Public Transport for longer distance journeys

The cheapest available fare should be taken, and a ticket receipt attached to the expense claim form. This may involve booking a ticket in advance of the journey wherever possible.

Taxis

The cost of travel by taxi will be reimbursed in the following circumstances: -

- There is no reasonable or practical alternative to getting to the destination.
- The individual has been required to work so early or late, that public transport is not reliably available, or the individual's safety is compromised.
- A 'heavy load' is being transported, which would be unreasonable to carry on public transport.
- The individual has a disability such that public transport is not appropriate.

The reason why the person has chosen to travel by taxi must be described within the claim and a receipt provided showing the date, place of departure and destination.

Subsistence

The reasonable cost of meals purchased while working at a temporary workplace or while travelling within the UK and abroad will be reimbursed by BS UK.

Meal expenses

Reasonable meal expenses will be reimbursed to individuals carrying out approved BS UK duties. The actual amount spent will be reimbursed up to a maximum of £30 per day for all meals, but no more than £25 for any one meal.

No expenses relating to any alcoholic drinks will be reimbursed.

A receipt must be attached to the expense submission claim.

Accommodation

Where accommodation is necessary, employees must seek prior approval from their line manager before a booking is made. A receipt must be attached to the expense claim.

The actual amount spent will be reimbursed up to a maximum of £125.00 per room per night.

If there are extenuating circumstances warranting the claiming of higher amounts than those set out above, approval must be sought from the Chief Executive or Board of Trustees, preferably prior to the relevant event; such claims will be reviewed on a case-by-case basis.

Where time allows, the board will discuss and approve (or not) such claims beforehand, but where time is of the essence, the chair will make a decision based on the known facts at the time, reporting back to the board, explaining the decision and the reasoning behind the decision, with records being kept (redacting any personal information).