

## Policy: Travel Expense Claims Policy

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THIS POLICY SUPERSEDES ANY PREVIOUS POLICY AND/OR LOCAL ARRANGEMENT

It is the policy of Brídhaven Nursing Home to implement a discretionary travel expense policy for employees.

The purpose of the expense policy is to ensure that all employees are fairly reimbursed for any necessary and reasonable travel expenditure incurred wholly, exclusively and necessarily on behalf of Brídhaven Nursing Home and in the course of organisation business.

The scope of this policy sets out policy and procedure around all the general expense items outlined below.

### Procedure

This Procedure describes both the criteria the employee must meet to qualify for reimbursement of expenses and the administrative procedure which must be followed to receive same

### Eligibility

This policy covers Management and Supervisory staff of Brídhaven Nursing Home.

### Responsibility

It is the responsibility of the employee to notify and get approval from the HR Manager, prior to incurring expenses and to minimize costs. The HR Manager will determine whether trips are necessary. Trips will only be approved where there is a clear benefit to Brídhaven Nursing Home.

Employees are obliged to exercise prudent judgment regarding expenses covered by this policy and are required to use the most economical and budget means of travel. While submitting expense reports, employees are expected to neither gain nor lose financially.

### Procedure

At the end of each month that an expense has been incurred, the employee must forward a signed expense form, and receipts, to the HR Manager (within 14 days of the month to which the expense relates).

The HR Manager will review the expenses and will confirm that the expenses are properly incurred. Where appropriate, the HR Manager will approve the expenses and will forward the expenses claim to the Accounts Manager for payment.

Employees will be reimbursed their expenses directly, through automated processes, to their bank account. The method of payment will be reviewed on an ongoing basis and is subject to change.

All expenses should be fully vouched and employees are required to give as much detail as possible about the expenditure.

A failure to correctly submit expenses or to omit to submit expenses within the time periods outlined in this policy, may result in expenses not being paid. No Re-imbursement of expenses will be made without the production of a

Receipt and/or paid Invoice. Employees should make their manager aware immediately if there is any reason why they cannot submit their expenses on time or with proper receipts.

## Travel

In general, public transport (trains, buses, etc)/taxis should be used for travel. Train tickets should be obtained prior to the date of travel in the most cost efficient manner possible. Other public travel/taxi expenses will be reimbursed on production of receipts accompanied by the appropriate Expenses Claim form.

Employees should only use their own transport on company business only where either, no suitable public transport is available or where public transport is available only at an equal or greater expense.

Where appropriate and accessible public transport is available and employees choose to drive their own cars, the maximum amount that will be reimbursed will be the lower of the following two criterion; a) the cost of public transport (including necessary taxi fares) to and from the end destination; or b) the mileage allowance for the round trip.

The mileage allowance to reimburse employees for use of private motor cars on Brídhaven business will be paid at the rate applying at date of travel. This is currently

Official Motor	Engine capacity up to 1,200cc	Engine capacity 1,200cc to 1,500cc	Engine capacity 1,501 cc and over
Travel in a calendar year			
Up to 6,437 Km (4,000 miles)	(Cent) 39.12	(Cent) 46.25	(Cent) 59.07
6,438 Km and over (4,001 miles and over)	21.22	23.62	28.46

Travel between home and work is not regarded as being for business purposes.

No additional payments will be made in respect of any other costs associated with the use of employee's own private transport i.e. tax/ insurance/ maintenance etc.

Mileage rates payable may be increased or reduced from time to time by Brídhaven at its sole discretion and employees will be advised of these changes.

Where the mileage allowance is paid, an employee may claim any receipted expenses necessarily incurred in parking or garaging.

It is required that when an employee chooses to use his/her car, he/she will carry members of staff as passengers if applicable and wherever possible and within the constraints of their vehicle insurance. However, in these circumstances, no additional allowance will be paid in respect of such passengers, nor may these passengers claim mileage allowance or fares in lieu.

In general, fares or mileage allowances are approved on the basis of the normal cost of travel between the employee's base and destination, or home and destination, whichever is the lower. If the normal cost of travel to the employee's home is the same as or less than the cost of travel to his/her destination no allowance should be claimed or will be paid.

### **Training**

In cases where the employee is being supported financially to participate in training courses away from the nursing home i.e. where the cost of the training programme is being covered by Brídhaven, no travel expenses should be claimed nor will be paid in respect of such days.

### **Accommodation**

Employees should only overnight on business where essential for work or safety reasons. Over-night accommodation must be pre-approved. Accommodation must be pre-arranged in advance of the stay and should be centrally booked by the Accounts Manager.

In exceptional circumstances where this is not feasible then accommodation will be reimbursed on a receipted basis only. Where circumstances allow 3 or 4 star hotels should be used. Brídhaven Nursing Home will not reimburse employees for other costs associated with such accommodation such as the cost of alcoholic drinks (mini-bar or other), pay to view TV, or any other cost associated with overnight accommodation with the exception of evening meals. Employees will not be reimbursed for lunch expenses.

### **Personal and Company belongings**

Employees must take responsibility at all times for the security of his/her personal possessions and Company property when travelling.

### **Fraudulent Claims**

Any abuse of Brídhaven's Travel Expenses Policy will be treated with the utmost seriousness and dealt with under the Disciplinary Policy. Penalties up to and including dismissal, may be imposed in the event that an employee is found to have submitted fraudulent claims.

### **Review**

Brídhaven Nursing Home reserves the right to review, amend or replace this procedure. It will be reviewed on an ongoing basis in line with business needs and legislative amendments and any changes will be advised to employees.