Expenses Policy

PRN-60: **Expenses Policy**
Company Name: AI Auto-Tech Ltd
Trading/Business Name: CAREHOPES
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: admin@carehopes.com
Version Number: V01 20260815
Date of Review: (August 2026)

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1. Policy Introduction

CAREHOPES, the trading name of AI Auto-Tech Ltd, is committed to ensuring that all expenses incurred by companions, volunteers, and authorised personnel are managed fairly, transparently, and in accordance with organisational, legal, and financial governance standards.

This policy outlines the rules, expectations, and procedures for claiming, approving, and reimbursing expenses. It ensures that all financial transactions are ethical, justified, auditable, and aligned with safeguarding, operational, and professional standards.

2. Key Principles

- **Transparency:** All expenses must be clearly documented and justified.
- **Accountability:** Staff must act responsibly when incurring costs.
- **Fairness:** Reimbursement is provided for legitimate, approved expenses only.
- **Compliance:** All claims must comply with financial governance and internal controls.
- **Safeguarding:** Expenses must never compromise safety or professional boundaries.
- **Integrity:** Fraudulent claims are treated as gross misconduct.
- **Efficiency:** Processes must be simple, timely, and accessible.

3. Policy Statement

CAREHOPES reimburses reasonable, necessary, and pre-approved expenses incurred during authorised duties. All expenses must be:

- Directly related to work
- Pre-approved where required
- Supported by valid receipts
- Submitted within the required timeframe
- Compliant with organisational financial controls

Unauthorised or personal expenses will not be reimbursed.

4. Purpose

- Provide clear guidance on allowable expenses
- Ensure consistent and fair reimbursement
- Prevent misuse of organisational funds
- Support companions in carrying out duties safely and professionally
- Strengthen financial governance and audit readiness

5. Scope

This policy applies to:

- Employees
- Volunteers
- Contractors
- Agency workers

It covers expenses incurred during:

- Companionship duties
- Travel and transport
- Overnight companionship
- Holiday companionship
- Training and development
- Operational activities
- Emergency situations

6. Related Policies (Selected ONLY from relevant categories)

Finance & Internal Controls

- **PRN-039** Financial Management and Internal Controls Policy
- **PRN-044** Gifts Hospitality and Donations Policy
- **PRN-010** Cashless Policy
- **PRN-042** Fundraising Donations and Sponsorship Policy

Conduct & Behaviour

- **PRN-014** Code of Conduct Policy
- **PRN-015** Code of Ethics
- **PRN-099** Professional Boundaries Policy
- **PRN-105** Anti-Bribery Policy
- **PRN-106** Anti-Fraud Policy

Operational Delivery

- **PRN-085** Transportation Policy
- **PRN-094** Overnight Companionship Policy
- **PRN-095** Travel & Holiday Companionship Policy
- **PRN-067** Rescheduling Policy
- **PRN-006** Booking Policy

Governance & Oversight

- **PRN-123** Governance and Accountability Policy
- **PRN-063** Quality Audit and Service Inspection Procedure
- **PRN-060** Policy Development Review and Document Control Policy

Human Resources

- **PRN-081** Supervision and Appraisal Policy
- **PRN-115** Disciplinary Policy
- **PRN-124** Grievance Policy

7. Definitions

Expense: A cost incurred while performing authorised duties.

Reimbursement: Repayment of approved expenses by CAREHOPES.

Pre-approval: Formal permission obtained before incurring certain expenses.

Fraudulent Claim: Any attempt to claim money dishonestly.

8. Allowable Expenses

8.1 Travel

- Public transport fares
- Mileage (at approved rate)
- Taxi fares (pre-approved or emergency only)
- Parking fees (work-related only)

8.2 Accommodation

- Approved overnight stays
- Costs related to Overnight Companionship assignments

8.3 Meals

- Meals during extended companionship sessions
- Meals during authorised travel
- Must comply with reasonable cost limits

8.4 Operational Costs

- Materials required for companionship activities
- Emergency supplies for service user safety
- Pre-approved equipment

8.5 Training & Development

- Approved training fees
- Travel to training venues

9. Non-Allowable Expenses

The following will **not** be reimbursed:

- Personal purchases
- Alcohol
- Unapproved taxi or ride-share costs
- Fines or penalties
- Clothing or personal items

- Entertainment
- Expenses incurred due to policy breaches
- Costs related to family or friends accompanying staff

10. Pre-Approval Requirements

Pre-approval is required for:

- Taxi journeys above the emergency threshold
- Accommodation
- Holiday companionship travel
- High-value purchases
- Any expense outside standard operational scope

Pre-approval must be obtained via:

- Line manager
- Finance team
- Authorised senior personnel

11. Claim Submission Process

11.1 Requirements

- Valid receipts
- Clear description of purpose
- Date and time of expense
- Pre-approval evidence (if required)

11.2 Submission Timeline

- Claims must be submitted within **14 days**
- Late claims may be rejected unless justified

11.3 Payment

- Reimbursements processed within **14 working days**
- Paid via payroll or authorised payment method

12. Fraudulent Claims

Fraudulent claims include:

- Altered receipts
- False descriptions
- Inflated costs
- Duplicate submissions

Consequences:

- Immediate disciplinary action
- Possible dismissal
- Referral to authorities
- Recovery of funds

13. Safeguarding Considerations

Expenses must never:

- Compromise service user safety
- Breach professional boundaries
- Create financial dependency
- Enable coercion or exploitation

Companions must report any safeguarding concerns linked to financial behaviour.

14. Confidentiality & Data Protection

Expense records must be:

- Stored securely
- Accessed only by authorised personnel
- Processed in line with **PRN-112 Data Protection and GDPR Policy**

15. Policy Review

This policy will be reviewed annually or sooner if required due to:

- Legislative changes
- Financial governance updates
- Organisational changes
- Audit findings

Next Review Date: (Month and Year)