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Home Heating and Energy Solutions

Expenses and Travel Allowance Policy

This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality.

This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

Reimbursement of expenses

We will reimburse expenses properly incurred in accordance with this policy. The below paragraphs set out the type of expenses that may be claimed under this policy, and the limits on what may be claimed. Only claims for legitimate business expenses may be made, and any attempt to incur expenses fraudulently or in breach of this policy may result in disciplinary action.

Expenses will only be reimbursed if they are:

- submitted to the Accounts Department on the appropriate claim form
- submitted by the end of the following month in which they were incurred
- supported by relevant documents (for example, VAT receipts, tickets, and credit or debit slips
- authorised where required in advance

Claims for authorised expenses submitted in accordance with this policy will be paid directly in to your bank/building society account.

Any questions about the reimbursement of expenses should be put to the Accounts Department before you incur the relevant costs.

Travel expenses

We will reimburse the reasonable cost of necessary travel in connection with our business, subject to compliance with the reimbursement process set out above. The most economic means of travel should be chosen if practicable and you should use existing travelcards or season tickets wherever possible. The following are not treated as travel in connection with our business:

- travel between your home and usual place of work
- travel which is mainly for your own purposes
- travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

Trains - We will reimburse the cost of standard class travel. A receipt or ticket should be obtained.

Taxis - We do not expect you to take a taxi when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained.

Car - Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage. Details of the current mileage rates can be obtained from your line manager. You can also claim for any necessary parking costs which must be supported by a receipt or the display ticket.

We will not reimburse penalty fares or fines for parking or driving offences, other than at out discretion in exceptional circumstances.

Travel Allowance Procedure

The Company understands that certain employees will be required to travel to various sites.

The Company may pay employees their contractual hourly rate for time travelled in excess of their weekly contractual working hours and after the first hour of each journey made. This will be subject to a review of timesheets and vehicle trackers. Journey is defined as the time travelled from the employee's home to the first job and from the last job to home. Up to the first hour of each journey will be unpaid.

Company vehicles must be parked at the employee's home address at the end of each working day.

Lunch is unpaid, unless otherwise stated in your contract of employment, and the break must be recorded on timesheets.

Travel time and routes will be monitored and assessed in line with vehicle tracking systems and google maps routes.

Payments may be made to employees one month in arrears. If you have queries relating to your pay under this policy, please contact your line manager.

Examples

As an example, if an employee is contracted to work 45 hours a week across five working days, the following would apply:

- If the employee spent one hour travelling to site, 40 hours on site and one hour to home each day then they would be paid their contracted 45 hours but no travel time.
- If the employee spent one hour and 10 minutes travelling to site, 40 hours on site, one hour travel to home each day then the 10 minutes over the one-hour threshold would be paid but this would still only total 40 hours and 50 minutes total. They would therefore only receive their contractual 45 hours pay.
- If the employee spent 1.25 hours travelling to site, 45 hours on site and one hour home each day then he would be paid 45 hours plus two hours five minutes in overtime as the travel to work was greater than one hour.
- If each day the journey length to each site is different then the Company would include any journey time that has exceeded one hour.
- Any journey time that is one hour or less will not be paid.

Working Time

Time spent travelling to the first job and from the last job home is working time for the purpose of the Working Time Directive and contributes to employees' total working hours. The Working Time Directive does not relate to pay.

This policy follows how travel time is paid in the industry.

Accommodation and other overnight expenses

If you are required to stay away overnight in the course of your duties, you should discuss accommodation arrangements with your line manager in advance.

We will reimburse your reasonable out-of-pocket expenses for overnight stays provided they are supported by receipts.

Entertaining customers or clients

You may entertain actual or prospective clients only where your proposal and an appropriate budget has been agreed in writing in advance with your line manager. Receipts must be submitted in full with your expenses claim.

You must also ensure that the provision of any such hospitality in the circumstances complies with our Anti-Corruption and Bribery Policy.