



Warwickshire Pride

Registered Charity Number: 1162449

Expenses Policy

Authorisation Procedure

All requests for overnight accommodation and rail/air travel should be made through the appropriate manager or nominated person in writing, which will then be processed, and where approved, arrangements will be made.

Overnight Accommodation

Overnight accommodation will only be approved when significant travel has to be undertaken for the purpose of conducting Warwickshire Pride business.

Travel

Car Mileage

Business mileage may be claimed at the following prevailing rates:

Own car = 45p per mile

Rail and Air Travel

Where such travel has been approved and it is necessary to undertake travel, any travel paid direct by the employee will be reimbursed through the expense claim process, for which a receipt must be provided.

Parking, Road Tolls, Underground, Taxi and Bus Fares

Parking, road tolls, underground, taxi and bus fares will be reimbursed as appropriate, but usage must be appropriate and supported by receipts.

Subsistence

Overnight Allowance

Where overnight accommodation is authorised and booked, this will take the form of bed and breakfast accommodation only. The reasonable cost of an evening meal will be reimbursed, which must be supported by a relevant receipt.

Breakfast Allowance

Where overnight accommodation is authorised and booked, which does not include breakfast, then the reasonable cost of breakfast will be reimbursed, which must be supported by a relevant receipt.

Lunches and Light Refreshments

There is no provision for reimbursement of lunches and light refreshments either for staff or clients, unless under circumstances such as carrying out Warwickshire Pride business for a whole day or running a particular service.

The amounts that can be claimed are a maximum of £10 for lunch and £6 for light refreshments.

Postage, Photocopying and Stationery

Items such as printed stationery, toners, etc. should be obtained from your manager. Other expenses will be reimbursed through the expenses claim form, where these are supported by receipts.

There will be no reimbursement for personal items of stationery, for example pen refills, highlighters, etc.

Expenses Claim Procedure

Claim forms are available from your manager. You should send the completed form to finance@warwickshirepride.co.uk at the end of the month in which you are submitting a claim. The claim will then be processed and will be paid by bank transfer within seven days.

All claim forms should be supported with receipts, vouchers or other proof that an expense has been incurred and complies with the rules set out in this policy.

Last reviewed: February 2026

Next review due: January 2027