

Expenses Policy

Collaborate shall reimburse its employees and freelancers for all expenses properly incurred whilst on Company business. However, it is employees' and freelancers' responsibility to ensure that costs incurred are reasonable. The Company reserves the right not to pay back any expenses incurred that are not done so in accordance with the Company's Expenses Policy. Any attempt knowingly or falsely to claim expenses in breach of the Expenses Policy will result in disciplinary action.

- All expense claims and credit card spend must be accompanied with a valid VAT receipt.
- Expense claims should be processed using the standard expense form and passed to Abi cc'ing your Line Manager.
- Authorised expenses are paid within a week of receipt.
- All expenses must be claimed within 4 weeks of the date they occurred.
- Before incurring any expenses, make sure to consult with your line manager to determine the approved budget..

Travel Expenses

The Company will pay the reasonable costs of necessary travel on Company business. For this purpose, the following do not count as travel on Company business:

- Travel between home and permanent workplace.
- Other travel which is primarily for private purposes.
- Travel which is primarily for business purposes, but which is substantially the same as travel between home and the permanent workplace.

Mileage

Mileage should be put on the standard expense form and emailed to Abi cc'ing your Line Manager. The nature of the trip should be included in the description including postcode to and from, and the no of miles claimed. Mileage is paid at the HMRC rate published on <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances><http://www.hmrc.gov.uk/> as follows:

- 45p per mile for cars
- 24p per mile for motorbikes
- 8p per mile for company cars
- 9p per mile for electric cars

The mileage claim must originate from the permanent workplace as the starting location. For instance, if an employee travels from home to the office and then proceeds to a client, the mileage covered will be calculated from the office to the client.

Trains, Underground, Taxis and Buses

Claims may be made for the cost of standard train fares for any travel necessary whilst on the Company business. First class train fares will not be allowed at any time. All receipts must be provided and added to your expense claim indicating the reason for travel. If you don't have a receipt, for example, for Underground travel, please provide proof of payment such as a bank or credit card statement.

Accommodation

The Company will pay the reasonable costs where an employee is required to stay overnight in a hotel. The Company will cover the cost of the room and breakfast together with other meals that fall within the Subsistence guidelines below. (Please note that the Company will not cover the costs of items used from the mini bar in the room). Employees are expected to stay in a reasonable standard of hotel or similar accommodation.

Accommodation when working from office not usually advised without prior approval.

Subsistence

Reasonable meal expenses for employees on business will be paid. Subsistence can be claimed in accordance with HMRC <http://www.hmrc.gov.uk/manuals/eimanual/EIM05231.htm> when working away from the office for longer than 5 hours as follows;

- Breakfast or lunch to the total value of £5.
- £15 per evening meal.

It should be noted that:

- The purchase of alcohol and items from the mini bar will not be approved.
- The figures quoted above are not flat rate allowances, but limits on the amounts of actual expenditure that we will reimburse against receipts. You do not need to spend the whole amount.
- You need to be away from the office for over 5 hours in order to be reimbursed for subsistence.
- Employees are allowed one reimbursed coffee stop per day. Any additional coffee stops beyond this limit will be at the expense of the employee.

Sub-Contractor Subsistence

If travelling with self-employed crew or installers, it should be agreed prior to travel that the Company will pay their substance onsite and therefore, no claim should be made on their invoices.

If an employee is not travelling with self-employed crew or installers, it should be agreed prior to work the rate they can charge on their invoices, and it shouldn't exceed HMRC guidelines above.

Overseas Travel

When travelling overseas, a daily allowance of £30pp per day is claimable for subsistence. It is your Line Managers discretion whether to allow a higher budget for more expensive countries.

Mobile Phones

The Company provides some mobile telephones for employees to use during the course of their normal duties when working for the Company. Mobile phone calls must be for business use only.

Finance may do checks on unusually high mobile phone bills to query all "extraneous" costs.

For individuals with personal mobile phones that they use for business purposes a copy of the bill should be attached to the expense claim form with business calls highlighted.

Company Credit Cards

Certain employees and freelancers are provided with a Company credit card for use within the credit limit specified by the Company. The Company will pay the membership fee.

The card should be used to pay for properly incurred business expenses as detailed above. If purchases can be paid by BACs, this must be the preferred method over the credit card.



You are not authorised to withdraw cash using the card.

Entertainment and Client Hospitality

Entertainment expenses must be directly associated with a business purpose and must serve to enhance or facilitate business relationships with clients.

Expenses incurred must be reasonable, justifiable, and in compliance with applicable laws and regulations.

Allowable Expenses

- Meals: Reasonable expenses incurred for client meals may be reimbursed, provided they are directly related to business discussions.
- Events: Expenses associated with business-related events, such as conferences, seminars, or industry-specific gatherings, may be eligible for reimbursement.

Approval Process

- All entertainment expenses must be pre-approved by the employee's immediate supervisor or department head.

Exclusions

Personal expenses, extravagant or excessive entertainment, and expenses unrelated to a legitimate business purpose are not eligible for reimbursement.

Alcoholic beverages should be consumed responsibly, and excessive alcohol expenses may not be reimbursed.

Fines

If you incur any fines while driving on behalf of the company, please be aware that the responsibility for settling these fines rests with you. The company will not assume any responsibility for covering these costs; they are to be handled by the individual driver.

Receipts and Documentation

- Employees and freelancers are required to submit valid receipts for all expenses incurred on behalf of the company. This includes but is not limited to travel, meals, and miscellaneous purchases.
- Receipts must be detailed, showing the date, vendor, items purchased, and the amount paid.
- In the absence of a receipt, Collaborate reserves the right to withhold reimbursement to the employee. Alternatively, if the expense was incurred using a Company Credit card, a deduction from the salary may apply.

Vigilant Spending

- Employees and freelancers are expected to exercise prudence when incurring expenses unrelated to job requirements.
- Consider whether the spending aligns with personal expenditure decisions.
- Employees and freelancers are encouraged to use the same discretion with company funds as they would with their personal finances.
- Make spending decisions with the understanding that expenses should be reasonable, necessary, and aligned with company policies.

By adhering to these guidelines, we ensure transparency, fiscal responsibility, and accountability in our expense reporting practices.

