

Expenses and Deductions

Aim of the Policy

The aim of this policy is to provide a standard process and consistent approach for the payment of expenses to, and the withdrawal of deductions from an employee.

Definitions

1. Expenses
2. Deductions

1. Expenses

The Charity will reimburse all reasonable expenses properly incurred in the performance of an employee's duties, provided that such expenditure has received prior written approval by the Charity Chairman and the employee provides the Charity with receipts or other evidence of actual payment of such expenses.

Process

- 1.1 Routine expenses appropriate to the employee's role will be discussed and agreed at interview and induction, and will be included in the Contract of Employment.
- 1.2 Claims should be made at the end of each month using the approved Staff Expenses Claim Form.
- 1.3 Claims and supporting receipts should be forwarded to the Treasurer and will be paid promptly, directly into the employee's bank account.
- 1.4 Occasional expenses outside those agreed as 'Routine' should be claimed using the approved Staff Expenses Claim Form and forwarded to the Treasurer with receipts and confirmation of prior approval from the Chairman. Payment will be made promptly directly into the employee's bank account.

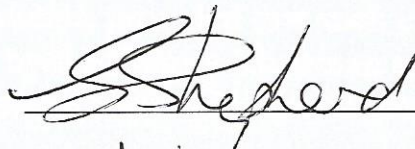
2. Deductions

The Charity may deduct from an employee's salary or require payment from an employee for any of the following:

- 2.1 Loans
- 2.2 Any money due from the employee to the Charity
- 2.3 Excess of holiday pay over entitlement
- 2.4 Excess of expenses claimed by the employee
- 2.5 Excess of any other payment made to an employee by the Charity
- 2.6 Any money requested in writing by an employee to be deducted
- 2.7 Losses suffered by the Charity as a result of an employee's negligence or breach of organisational rules
- 2.8 Any attachment of earnings request or Court order.

This Policy is supported by and has been agreed by the Hospice Hope Board of Trustees.

Signed:



Date:

7/11/2016

Policy review date:

November 2017
