



**BUSINESS EXPENSE  
POLICY**

**NW**  
**NORWOOD UK**



## **Business Expense Policy**

Employees will be reimbursed for any fair and reasonable expense that is incurred whilst conducting business on behalf of the Company. Such reimbursement will only be made by the Company upon submission of an expense report and valid VAT receipts to support each claim.

It is very important that the following process is adhered to at all times when expenses are claimed.

Failure to follow the correct procedure will result in additional work time for the Finance Controller, which is not acceptable. Continued non-conformance by an employee will lead to a formal investigation by your Line Manager and the Human Resources Manager which may lead to disciplinary action.

### **Procedure**

There are two types of expenses as follows:

#### **1. The Overnight Allowance**

£10/night & £5 for breakfast where it is not included, for all staff will be reimbursed on the submission of the correct expense form to the Credit Controller. This is for food and drink when the Company has arranged accommodation for you.

Please remember, that this daily allowance may only be claimed for each night you are staying in your accommodation. For example, if you check in on a Monday evening and check out on a Friday morning; you will be able to claim for four nights @ £10 each night.

#### **2. The Expense Claim Form**

To claim any expenses you incur whilst travelling, for example; parking or tolls.

Issue Date 07/03/2017

Issue 1

Document No: 014

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There are two types of expense forms:

### 1. The Overnight Allowance Form

This is to record the amount you are claiming for your food and drink per night. This form must not be used for any other reason. You do not need to submit receipts for this expense.

### 2. The Expense Claim form

Please remember that receipts are mandatory when submitting this through Head Office. When you are posting your receipts to the Credit Controller, you must also ensure that your name is clearly marked on the envelope. It is not acceptable to simply send receipts without identification. Any receipts that are not clearly marked will not be paid.

Other points to remember:

- Each of the relevant forms must be emailed to [expenses@norwooduk.com](mailto:expenses@norwooduk.com)
- Please make sure your expenses have been submitted before 9am on the Monday of the following week
- Each form should only hold details of one week of expenses. Forms will not be accepted with more than 7 days detail.

Please remember, the above guidelines are for your reference. If at any point you do not understand, please don't hesitate to call Sara on 01509 686018. All hard copies of the attached forms are also available from Sara Smith.

Expenses will be paid 1 week in lieu every Wednesday.

Any expenses received after the week in which they were claimed will not be paid.

Any expenses without a valid VAT receipt will not be paid.

The buying of any Company Equipment must first be authorised by a Company Director.

Abuse of the right to claim reasonable expenses will be treated as gross misconduct which may result in dismissal.

Expense forms and guidance on completion can be obtained from the Human Resources Department.

Expenses are reimbursable after they have been incurred and not beforehand.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written in a cursive style.

Jo Shuttlewood – HR Director