Expense Policy for

Get up and Grow

Get Up And Grow Expenses Policy

Purpose

This document outlines the correct procedure for purchasing products or services for business purposes.

It covers how we pay for things here at **GUAG,** how we handle receipts and the types of purchases we allow.

It also covers what to do in the event where you need reimbursing for purchases made with your own money.

Key principles

At **GUAG,** we're passionate about our staff never being out of pocket to the company. That is why we will avoid asking you to make purchases on behalf of **GUAG,** unless in exceptional circumstances. Any purchases you make with our prior agreement can be reimbursed from petty cash upon production of a VAT receipt.

Proof of purchase

Anytime you purchase any items on behalf of **GUAG**, make sure to hold on to your receipt and fill out a manual expense form then give it to your manager for review. Unfortunately, if you lose your receipt, you cannot to claim it back.

Every time you claim an expense, you must provide a clear rationale for expenditure.

Travel expenses and mileage

We will cover any travel that is done in the pursuit of business outside of your standard travel to and from the office.

We will reimburse you at the following rates:

Motor cars	Motorcycle
45 pence per mile	24 pence per mile

Your vehicle MUST be insured for private and business purposes.

Accommodation

Occasionally, you might be expected to attend conferences and events in support of **GUAG** and its business operations.

GUAG will make all necessary travel and accommodation arrangements on your behalf.

Official business hospitality

If you are meeting valuable customers, prospects, or other important contacts, you can pay for hospitality related expenses.

All hospitality expenses must be reasonable and further the business interests of **GUAG.**

For official business hospitality, the number of employees present must not exceed the number of guests.

Non-allowable expenses

We will not approve nor reimburse any expenses that do not further the aims of **GUAG**

The following list is not exhaustive, if you are unsure, consult your line manager:

- Personal services such as massages
- Unauthorised service or equipment upgrades
- Personal purchases including gifts and clothes

- Lost personal property such as luggage
- Expenses incurred by accompanying non-employees

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

Signed: H Watson Date: 01.04.2024

This policy will next be reviewed on 01.04.2025