



Together for Neurodiversity CIC

Expenses Policy

Introduction

Together for Neurodiversity CIC (TfN) is committed to ensuring that all expenses incurred by our employees, volunteers, and directors in the course of their work are managed responsibly and transparently. This policy outlines the procedures and guidelines for claiming expenses to ensure they are reimbursed promptly and fairly.

Policy Statement

We recognise that certain expenses are necessary for the fulfilment of our mission. This policy ensures that all expense claims are reasonable, properly authorised, and comply with our commitment to accountability and transparency.

Scope

This policy applies to all employees, volunteers, directors, and anyone else incurring expenses on behalf of Together for Neurodiversity CIC.

Principles

Our expenses policy is guided by the following principles:

- **Necessity:** Expenses must be necessary for the conduct of TfN's activities.
- **Reasonableness:** Expenses must be reasonable and represent good value for money.
- **Transparency:** Expenses must be documented and reported transparently.
- **Accountability:** All expense claims must be properly authorised and subject to review.

Eligible Expenses



The following types of expenses are eligible for reimbursement, provided they meet the criteria outlined in this policy:

- **Travel:** Includes mileage, public transport fares, and parking fees incurred while on Company business.
- **Accommodation:** For overnight stays required for Company activities, at reasonable rates.
- **Meals:** Reasonable meal costs incurred while travelling on Company business.
- **Supplies and Materials:** Necessary for the performance of Company duties.
- **Training and Development:** Approved training courses and materials that support professional development.
- **Communication:** Costs related to business calls, internet access, and postage.

Ineligible Expenses

The following expenses are not eligible for reimbursement:

- Personal items
- Alcoholic beverages
- Fines and penalties
- Unauthorised travel upgrades
- Expenses incurred by family members

Procedures

1. **Pre-Approval:** All significant expenses (over £100) must be pre-approved by a line manager or the relevant director.
2. **Receipts:** Original receipts or valid digital copies must be provided for all expense claims.
3. **Submission:** Expense claims must be submitted using the Company's expense claim form within 30 days of incurring the expense.
4. **Authorisation:** Expense claims must be authorised by a line manager or the relevant director before reimbursement.



5. **Reimbursement:** Approved expense claims will be reimbursed via bank transfer within 14 days of authorisation.

Travel Expenses

- **Mileage:** Reimbursed at the HMRC-approved rate per mile. A log of miles driven and the purpose of the journey must be provided.
- **Public Transport:** Costs for train, bus, and taxi fares will be reimbursed upon submission of receipts.
- **Parking Fees:** Reimbursed with submission of receipts, provided parking was necessary for business purposes.

Accommodation and Meals

- **Accommodation:** Booked at reasonable rates and pre-approved. Receipts must be provided.
- **Meals:** Reasonable meal expenses will be reimbursed with receipts. A daily limit of £25 applies, covering breakfast, lunch, and dinner.

Supplies and Materials

Necessary supplies and materials required for Company activities must be pre-approved and receipts provided for reimbursement.

Training and Development

Costs for approved training courses, conferences, and professional development activities will be reimbursed upon submission of receipts and pre-approval documentation.

Communication Expenses

Business-related communication costs, including calls, internet access, and postage, will be reimbursed with proper documentation and receipts.

Monitoring and Review

TfN's finance team will regularly review expense claims to ensure compliance with this policy. Any discrepancies or irregularities will be investigated promptly.



Accountability and Governance

The directors of Together for Neurodiversity CIC hold overall responsibility for ensuring this policy is implemented and adhered to. Any changes to the policy must be approved by the board of directors.

Contact Information

For any questions or concerns regarding this policy or the expense claims process, please contact our finance team at:

Policies Officer

TOGETHER FOR NEURODIVERSITY CIC
POLICIES@MYNEURODIVERSITY.ORG.UK

Review and Updates

This policy is reviewed annually and updated as necessary to ensure ongoing compliance with best practices and organisational needs.

By adhering to this Expenses Policy, Together for Neurodiversity CIC reaffirms its commitment to transparency, ethical practices, and responsible management of resources, ensuring that all expenses are incurred and reimbursed in a manner that supports our mission and values.