

Expense Policy

Policy no:	5.5
Version no. & date:	24.11
Next review due:	September 2025
Last review date:	November 2024
Responsible Board:	Corporate and Planning Board
Approved by & date:	Dr Padmesh Gupta Managing Director, Oxford Business College. 05/04/2023
Linked policies and documents:	Staff Handbook
External reference points:	
Audience:	OBC Employees

Table of Contents

1	Introduction.....	3
1.1	Definitions.....	3
2	Purpose.....	4
3	Scope.....	4
4	Aims and Objectives.....	4
5	Policy Main Body	5
5.1	Traveling Reimbursement.....	6
6	Reimbursement Process:.....	6
6.1	Work related Entertainment and Overnight Stays.....	7
6.2	Prohibited Expenses.....	7
6.3	Sustenance Allowance Only for Approved Overnight Stays.....	7
7	Company Credit Card	8
8	Conclusion	9
9	Appendices.....	11
9.1	Appendix A: Expense Form.....	11
9.2	Appendix B: Reimbursement Timeline	11
9.3	Appendix C: Accounts Department's Contact Details.	12

1 Introduction

Oxford Business College's (OBC) expense policy provides a comprehensive guide to claiming, managing, and reimbursing business expenses incurred by our employees. By establishing a transparent procedure, we aim to ensure consistency, transparency, and efficient handling of expenses while effectively controlling costs. It provides a clear guidance of the authorisation process, allowable and prohibited expenses, documentation requirements, reimbursement procedures, and the consequences of policy violations. By adhering to these guidelines, we collectively and efficiently contribute to the responsible management of business resources. We encourage employees to exercise prudence and judgment when incurring business expenses, keeping in mind our commitment to value for money, efficiency, cost control, and adherence to legal and ethical standards.

This policy will be regularly reviewed to ensure its effectiveness and compliance with evolving laws and regulations. Any updates or revisions to the policy will be communicated promptly to all employees. We believe that a clear and well-structured expense policy not only safeguards the financial well-being of our organisation but also demonstrates our commitment to professionalism, integrity, and fiscal responsibility. We appreciate your cooperation in adhering to this policy and trust that it will contribute to the success of our company. If you have any questions or need further clarification regarding the expense policy, please reach out to the Finance team.

1.1 Definitions:

Business Expenses: Expenses that are directly related to conducting company business and are incurred with the prior approval of the appropriate authority.

Personal Expenses: Expenses that are solely for the personal benefit or use of an employee and are not related to business activities. Personal expenses are not eligible for reimbursement under this policy.

Authorisation: The process of obtaining approval from the immediate supervisor or designated authority before incurring any business expenses. Authorisation involves submitting a pre-approval request outlining the purpose, estimated cost, and expected benefits of the expense.

Allowable Expenses: Expenses that are considered eligible for reimbursement under this policy. These expenses are directly related to conducting business activities and are necessary, reasonable, and incurred with proper authorisation and documentation.

Prohibited Expenses: Expenses that are strictly prohibited and will not be reimbursed. These expenses include personal expenses, such as personal clothing, personal entertainment, personal gifts, and personal travel.

Expense Documentation: The supporting evidence and records required to substantiate a

business expense claim. This includes original receipts, invoices, or other relevant documentation that clearly states the date, amount, and purpose of the expense.

Expense Form: The formal documentation submitted by employees to report their business expenses. Expense Form should provide a detailed breakdown of each expense incurred, along with the corresponding supporting documentation (Appendix A).

Reimbursement: The process of reimbursing employees for eligible business expenses that have been properly authorised, documented, and submitted in accordance with this policy. Reimbursement is typically through Payroll or other approved methods (Appendix B).

Policy Violations: Instances where employees fail to comply with the guidelines and requirements outlined in this expense policy.

Work Travel: Work travel refers to any journey undertaken by an employee for business-related purposes on behalf of the organisation. This includes trips to attend meetings, conferences, training sessions, client visits, and any other travel required to fulfil their job responsibilities.

2 Purpose

The purpose of this policy is to highlight all the allowable expenses and the procedure through which it is eligible to be reimbursed. Our aim is to ensure consistent, responsible, and reliable handling of business expenses.

3 Scope

This policy applies to all Oxford Business College employees and individuals authorised to incur expenses on behalf of Oxford Business College.

4 Aims and Objectives

This expense policy aims to achieve the following objectives:

4.1 Cost Control: The expense policy aims to control costs by clearly defining which expenses are identified as eligible for reimbursement, while ensuring these are necessary, reasonable, and directly related to effectively running the business.

4.2 Compliance: The policy sets forth guidelines and requirements that employees must adhere to when incurring and documenting business expenses. It aims to ensure compliance with applicable laws, regulations, and internal policies to prevent fraudulent or unauthorised expenditures.

4.3 Transparency: The policy promotes transparency by providing the process for authorising, documenting, and reimbursing expenses. It gives clear expectations regarding the information and supporting documentation required for expense claims.

4.4 Resource Optimisation: The policy helps efficiently optimise and utilise business resources.

It encourages employees to exercise prudence and judgment when incurring expenses.

4.5 Consistency: The expense policy aims to ensure consistency in the treatment of expenses across the organisation. It provides a standardised procedure to be followed for all employees, regardless of their role or level within the company, promoting fairness and equality.

4.6 Risk Management: The policy aims to mitigate the risk of financial loss, fraud, or non-compliance by introducing a standardised procedure.

4.7 Employee Empowerment: The policy provides employees with clear guidelines on how to manage and report their business expenses. By doing so, it empowers employees to make informed decisions.

4.8 Continuous Improvement: The policy should be periodically reviewed and updated to ensure its effectiveness and alignment with changing laws, regulations, and other internal policies.

5 Policy Main Body

The below table outlines a step-by-step approach of the approval process that must be followed by all staff members.

Approval Process	Description
Step 1: Pre-Approval	- Employees need to seek pre-approval from their line manager before incurring any business expenses.
	- Pre-approval ensures expenses are authorised in advance and align with company policies and objectives.
Step 2: Expense Form Submission	- Once the expense has been incurred, employees must complete an expense form.
	- The form should include details such as the nature of the expense, date, amount, purpose, and other relevant information.
Step 3: Receipt Attachment	- Employees must attach all relevant receipts and supporting documentation to the expense form.
	- Original receipts, invoices, or other documentation that clearly state the date, amount, and purpose of the expense should be provided as proof of the expenditure.
Step 4: Copying Line Manager	- The completed expense form, along with the attached receipts, should be submitted to the accounts department (Appendix C) for processing.
	- The line manager must be copied in this communication to keep them informed and ensure visibility of the expense claim.
Step 5: Proof of Pre-Approval	- Upon request, employees may be required to provide written proof of pre-approval by their line manager.

	- This documentation serves as evidence that the expense was authorised in accordance with the policy.
Step 6: Line Manager Approval	- The line manager reviews the expense form, supporting documentation, and pre-approval. - They assess the expense for compliance with the policy and budgetary considerations.
Step 7: Reimbursement	- All allowable expenses approved by the line manager will be processed for reimbursement. - Reimbursement is typically made through the regular payroll process or via the approved payment method (Appendix B). - Expenses incurred without prior authorisation will not be reimbursed.

5.1 Traveling Reimbursement

The following guidelines outline the eligibility criteria and process for claiming mileage reimbursements:

5.1.1 Eligibility for Mileage Reimbursement:

- Employees who have been asked or required to work in a location other than their contracted place are eligible for mileage reimbursement.
- Reimbursement is provided for the extra miles travelled beyond the distance between their home and the contracted location.

5.1.2 Written Communication:

- Prior to working from a different location, employees must have written communication (e.g., email, memo) from the appropriate authority requesting them to work in that specific location.
- Employees must follow the general Approval Process (as outlined in section 5) to ensure they are reimbursed for the extra mileage incurred.

5.1.3 Mileage Calculation and Documentation

- Employees must accurately record the miles travelled for work purposes beyond their regular commuting distance (i.e., from home to contracted location).
- Mileage should be calculated using the most direct and reasonable route.
- Supporting documentation, such as a mileage log or GPS records, should be maintained to substantiate the claimed mileage.

6 Reimbursement Process:

- Employees should submit a reimbursement request for mileage, following the standard expense claim procedures outlined in (section 5) this policy.
- The reimbursement request should include the total number of extra miles travelled and

any supporting documentation required (e.g., mileage log).

- Reimbursement for eligible mileage will be made in accordance with the approved reimbursement rates set by Oxford Business College.

The below table outlines the Approved reimbursement rates.

Vehicle Type	Reimbursement Rate per Mile
Company Petrol Car	£0.25
Company Electric Car	£0.09
Company Hybrid Car	£0.09
Personal Petrol Car	£0.45
Personal Hybrid Car	£0.45
Personal Electric Car	£0.25
Public Transport	Only Standard tickets will be reimbursed in full for the cost incurred to travel to a different location (please follow steps in section 5)

Please note that for company vehicles, the maintenance and insurance costs will be covered by the company, regardless of the type of vehicle. For personal vehicles, there are no additional reimbursements apart from the specified mileage rates. For travel by public transport, employees should follow the steps outlined in section 5 of the policy for reimbursement in full.

6.1 Work related Entertainment and Overnight Stays

An overnight stay in hotels will be eligible for a maximum reimbursement of **£150** per day.

6.2 Prohibited Expenses

Please note that the following expenses are strictly prohibited from being claimed as business expenses:

6.2.1 Alcohol

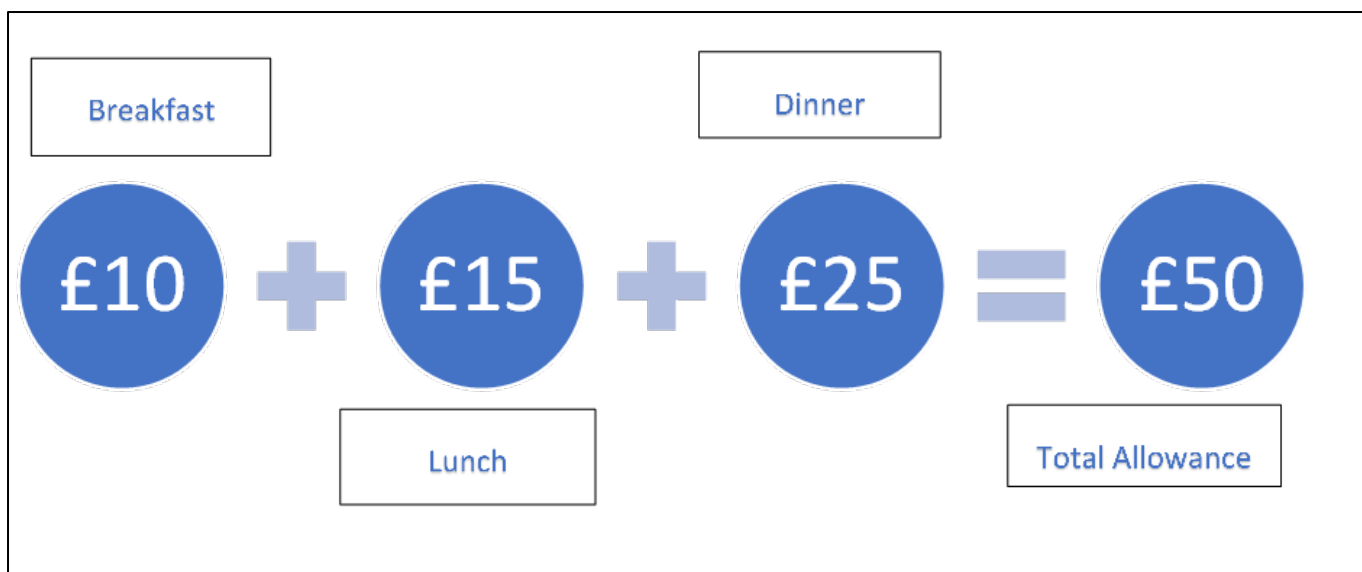
6.2.2 Cigarettes and tobacco products

6.2.3 Any other items that do not directly contribute to the legitimate business purpose of the trip

Please note that it is crucial to obtain proper pre-approval from your line manager, to be eligible for a reimbursement. Expenses incurred without prior authorisation and without following approval process (section 5) will not be reimbursed.

6.3 Sustenance Allowance Only for Approved Overnight Stays

If you are asked by your line manager to travel, which requires an overnight stay, you will be allocated a sustenance budget of up to **£50** Per day to compensate. The following breakdown applies:



Please Note that Reimbursement for the sustenance allowance can only be claimed through the reimbursement process outlined in section 5.

7 Company Credit Card

This section only applies to individuals with a company credit card.

Oxford Business College may provide eligible employees with company-issued credit cards to facilitate the payment of business expenses. The purpose for using the credit card will solely be for business use. This section outlines the guidelines and responsibilities associated with the use of company credit cards.

7.1 Issuance and Authorisation

7.1.1 The issuance of a company credit card is at the discretion of the company and may be subject to eligibility criteria and specific job roles.

7.1.2 Employees who are issued a company credit card must ensure that it is used solely for authorised business expenses.

7.2 Authorised Use

7.2.1 Company credit cards should only be used for legitimate business expenses that are directly related to company operations and objectives.

7.2.2 Personal expenses must not be charged to the company credit card, and employees should exercise caution to avoid any potential commingling of personal and business expenses.

7.3 Documentation and Record-Keeping

7.3.1 Employees are responsible for retaining and submitting all receipts and supporting documentation for expenses charged to the company credit card at the end of each cut off period, which is the 9th of each month.

7.3.2 original receipts, invoices, or other relevant documentation should be promptly attached to expense reports or retained for audit purposes.

7.3.3 If the employee fails to provide the receipts or invoice, this will be deducted from their salary at the end of the month.

7.4 Expense Reconciliation

7.4.1 Employees are required to reconcile their credit card statements with their expense reports and receipts on a monthly basis.

7.4.2 Any discrepancies or unauthorised charges should be immediately reported to the appropriate department.

7.5 Reporting Misuse or Loss

7.5.1 Employees must immediately report any suspected misuse or loss of their company credit card to the Finance department.

7.5.2 Lost or stolen credit cards should be reported as soon as possible to minimise liability.

7.6 Policy Violations and Consequences

7.6.1 The use of the company credit card for personal expenses or any unauthorised transactions will be considered a policy violation and fraud.

7.6.2 In such cases, the amount will be directly deducted from the employee's salary after investigation, and there will be serious consequences, including disciplinary action, up to and including termination.

7.6.3 Employees found to have engaged in fraudulent or inappropriate activities may also be subject to legal action.

7.7 Policy Review

7.7.1 This credit card section of the expense policy will be periodically reviewed to ensure its effectiveness and compliance with changing laws and regulations.

7.7.2 Any updates or revisions to the credit card policy will be communicated to all employees. By emphasising the purpose of the credit card for business use only and highlighting the consequences of policy violations and fraud, this section aims to reinforce the importance of responsible and authorised use of company credit cards.

8 Conclusion

We appreciate your commitment to following this Expense Policy. By adhering to these guidelines, you contribute to the responsible management of our company's resources and promote a culture of integrity and accountability.

Remember that this policy is in place to ensure consistent and responsible handling of business expenses, maintain transparency, and control costs effectively. It is important to review and understand the policy to ensure compliance with the guidelines outlined herein.

We will regularly review and update this Expense Policy to align with changing laws, regulations, and business needs. Any updates or revisions will be communicated to all employees in a timely

manner.

If you have any questions or need further clarification regarding the Expense Policy, please reach out to the Finance team.

Thank you for your cooperation and commitment to responsible expense management.

Your adherence to this policy helps support the overall success and financial well-being of our organisation.

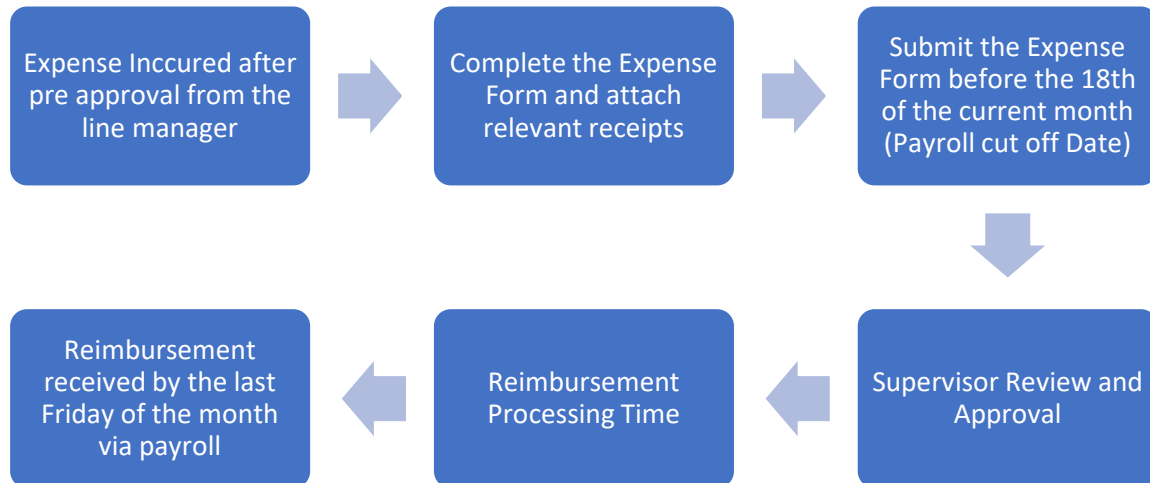
Appendices

8.1 Appendix A: Expense Form

[Expense Form.docx](#)

Please ensure you download an offline copy before completing and submitting [File > Save As].

8.2 Appendix B: Reimbursement Timeline



8.3 Appendix C: Accounts Department's Contact Details.

Point of contact	<ul style="list-style-type: none">• Junaid Iqbal• Maleeha Imran
Email Address	<ul style="list-style-type: none">• Accounts@obc.ac.uk• Junaid.iqbal@obc.ac.uk• Maleeha.imran@obc.ac.uk
Contact Number:	<ul style="list-style-type: none">• 3CX extension number: 218• 07888344462