Expenses

Where possible, please ask suppliers to send an invoice to the finance team for payment rather than having to claim expenses.

As it is unusual for staff to need to claim for expenses, please get approval for any expenditure from your manager (via email) before you spend any funds. We can only reimburse expense claims if you provide a receipt. If you have the option, please ask for a VAT receipt. Please then email the receipt and the approval email to the finance team. All expenses should be **claimed within 30 days of spending the funds**.

If you do not have a receipt, please take a screenshot of the expense from your bank account and contact the finance team for support. We will try to reimburse you. We cannot reimburse costs paid in cash if you do not have a receipt.

We cannot reimburse the costs of you travelling from your home to your regular place of work. If you are usually home based and we ask you to come to a PACE centre more regularly than is required for your contract, you can claim the cost.

If you have to travel, please choose the most cost-effective method. This will usually be public transport (standard class).

- If it would significantly affect your journey time and/or you are traveling in the evening taxis are permissible. Please speak with your manager before making travel plan.
- If you need to drive, you can claim petrol costs and mileage at the HMRC mileage rate as well as parking costs and unavailable tolls. You must have receipts and evidence for the costs incurred.