



## National Sheep Association

# NSA Employees and Officeholders Expenses Policy

It is NSA policy to reimburse employees and officeholders for reasonable expenses, necessarily incurred, in connection with their roles at NSA. Employees and officeholders should be neither financially advantaged nor disadvantaged as a result of incurring expenses and it falls within the responsibility of the individual concerned to ensure costs are reasonable and considerate of time available and acceptable levels of comfort.

### For employees

This document should be read alongside the NSA Employee Handbook. Expense claims should be submitted once per month but can be done more frequently if, for example, a large expense has been incurred. Expenses must be submitted within two weeks of the end of the financial quarter i.e. 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December because of financial reporting to the board. Employees must use the standard NSA expenses claim form and should endeavor to allocate a budget heading and nominal code to everything itemised on the claim, marking any codes they are unsure of. All claims will be checked by a line manager. Claims submitted more than three months after an expense has been incurred will be considered on a case-by-case basis and may not be paid. Claims must be supported by receipts, and a VAT receipt where the expense includes VAT; claims without receipts must instead have the best documentary evidence obtainable and payment will be considered on a case-by-case basis. Employees are made aware of the dates of NSA payments runs, so they can submit and seek approval of expenses claims to coincide with a payment run. Payment is made directly into an employee's bank account and remittance advices are provided.

### For officeholders

This policy applies to all expense claims, be it claimable from NSA Head Office or your region. If you are not sure if an expense is claimable from your region or from NSA Head Office, check with the NSA Bookkeeper and/or your regional administrator. Expenses claims should ideally be made within three months and within two weeks of the end of the financial year (i.e. before 31<sup>st</sup> December each year). Claims submitted outside the financial year will be considered on a case-by-case basis and may not be paid. Claims can be made using the standard NSA expenses claim form or via your own method, but must clearly present the date of each expense, the purpose and the cost – and be accompanied by receipts. This must be a VAT receipt where the expense includes VAT. Claims without receipts must instead have the best documentary evidence obtainable and payment will be considered on a case-by-case basis. Expenses are paid by BACS transfer so your bank details will be required the first time you make a claim. Remittance advices are provided for all claims.



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National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.  
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

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# 1 Travel

NSA will reimburse the reasonable costs of amounts expended on travel in the performance of the duties of an employee or officeholder. Employees and officeholders should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost.

## 1.1 Own car/ motorcycle/ bike

The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments). These are currently as follows:

Type of vehicle	First 10,000 miles	Over 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

Additional criteria for employees only: Employees are required to keep track of business mileage incurred in each tax year (April to March) to ensure the correct rates are used. If an employee carries any other employees or officeholders in their own car or van on business travel, that employee can claim 5p per passenger per business mile; they must also be travelling on business journeys. Where an employee uses their own vehicle, the employee should ensure the vehicle is in good working order, fully insured, taxed and MOTd and that the driver is covered by breakdown assistance. NSA may request details of the route to support the business mileage claimed. This does not apply to employees with a company car or using a company car; separate guidance is issued alongside use of a company car.

### 1.1.1 Other vehicle costs

In addition to mileage the following related costs may be claimed, where incurred due to business needs and where the claim is accompanied by a VAT receipt:

- road and bridge toll costs
- congestion charges
- parking

Parking fines, speeding fines, clamping fees, and maintenance costs are not reimbursable.

## 1.2 Taxi

Employees are expected to use taxis only when strictly necessary and where it is cost effective to do so or for reasons of personal safety such as late evening travel. Officeholders may use taxis where they deem it appropriate. Employees and officeholders must obtain a receipt.

## 1.3 Rail

- **Employees:** Employees should, as far as possible, travel standard class and should book their journeys sufficiently in advance to obtain the best possible prices. Advance booking of trains in order to reduce costs, and travelling outside peak times should be considered where at all possible. First class travel may be considered where advance booking makes the price comparable to standard class. Booking confirmation or tickets clearly stating the price are

sufficient to accompany the expenses claim. NSA encourages the purchase of an annual Railcard where employees are eligible. The cost of the Railcard may be claimed from NSA.

- **Officeholders:** Officeholders should generally travel standard class but may wish to consider first class where they deem it appropriate and the cost incurred is not more than 25% more than standard class. NSA encourages the use of Railcards where officeholders are eligible.

#### **1.4 Tube, DLR (Docklands Light Railway), bus or tram.**

Employees and officeholders should retain tickets where possible. Where Oyster cards are used, the employee or officeholder should provide evidence of the additional cost incurred, for example by printing off their online statement or by printing off the journey cost provided by the Oyster fare finder. Contactless cards may be used but evidence of cost of travel must be provided.

#### **1.5 Plane**

Employees should, whenever possible, be run flight bookings past your line manager sufficiently in advance to obtain the best possible prices. Air travel should be by economy class. Booking confirmation or tickets clearly stating the price are sufficient to accompany the expenses claim.

#### **1.6 Travel visas**

Officeholders and employees may claim for travel visas (eg ESTA applications) incurred on behalf of NSA business. If foreign currency is required it should normally be bought in advance of an overseas trip. Currency should only be bought at an airport Foreign Exchange Bureau or through an ATM abroad in exceptional circumstances only, due to the inflated charges incurred. NSA will reimburse all costs associated with currency conversion on receipt of appropriate receipts or credit card statements.

#### **1.7 Car hire**

Employees and officeholders should book through the NSA's account with current provider of car hire. NSA will reimburse car hire expenses for journeys taken while on NSA business in the UK, including to or from UK airports, where:

- public transport is unavailable or impractical (including where not time or cost effective)
- to accommodate disability or accessibility needs
- using public transport could raise safety or security concerns
- for long-enough journeys that the cost and ease of hiring a car is less to NSA than an individual claiming the journey at 45p per mile.

NSA will reimburse car hire expenses for journeys taken on NSA business while overseas. Receipts must be obtained and submitted in all situations.

## **2 Overnight accommodation**

### **2.1 Hotel accommodation.** NSA will cover costs for overnight accommodation.

- The budget for employees and officeholders for non-city accommodation is £90 including VAT but excluding breakfast costs. Employees should use their own discretion when booking accommodation in inner cities/London but to a maximum of £130 including VAT but excluding breakfast costs. In emergency situations expenditure outside limits can be considered as long as justified. When breakfast is not included in the cost of the hotel, NSA will either reimburse the cost of breakfast at the hotel, or you can claim for breakfast

purchased elsewhere. Hotel breakfast where you have resided can be claimed up to £10, if bought elsewhere the cost to be reimbursed is up to £7.50. Any booking in excess of the above amounts will need to be approved by your line manager.

- Standard class accommodation should always be chosen.
- Employees and officeholders should take into account the location of the hotel as regards the cost of taxis and the time required to travel to and from the hotel.
- You must personally settle the bill for all costs outside the above, such as spa use or mini bar.
- VAT receipts must always be obtained and submitted; booking confirmations are not sufficient.

## **2.2 Staying with friends or relatives**

If employees or officeholders have friends or relatives that can provide accommodation instead of a hotel, you may claim £25 per night inclusive of breakfast. Journeys that require you leaving before 6.30am breakfast will be reimbursed up to £7.50.

## **2.3 Staying with spouse/extension of trip for personal reasons**

As an employee, if you would like your spouse or family to join you while you are staying away on NSA business, or you would like to extend a trip for personal reasons, you must seek approval from your line manager to ensure it is deemed appropriate. Any additional costs will be discussed at that point and steps put in place to exclude them from expenses claims. Officeholders should have a similar discussion with the NSA Chief Executive and, unless agreed otherwise, take steps to ensure NSA does not incur additional costs.

## **2.4 Accommodation abroad**

Employees asked to represent NSA overseas must discuss accommodation booked abroad with their line manager before booking. NSA is likely to book accommodation on behalf of officeholders asked to represent NSA overseas but, if this is not the case, bookings should be discussed in advance with the Chief Executive.

# **3 Subsistence**

## **3.1 Meals while away overnight**

On overnight trips on behalf of the NSA an evening meal will be reimbursed along with one drink, which may be alcoholic. For employees and officeholders, the cost should be less than £20 and you must personally settle the bill for additional food and drink outside this. VAT receipts must always be obtained and submitted. As outlined above, when breakfast is not included in the cost of the hotel, NSA will either reimburse the cost of breakfast at the hotel, or you can claim for breakfast purchased elsewhere. Hotel breakfast where you have resided can be claimed up to £10, if bought elsewhere the cost to be reimbursed is up to £7.50. A non-alcoholic drink will be reimbursed as a mid-morning, lunchtime and mid-afternoon refreshment for both officeholders and employees. Officeholders and employees may claim lunch up to £10.

## **3.2 Meals where there is no overnight stay involved.** The following is applicable:

- Where journeys require leaving home before 6.30am a light breakfast will be reimbursed. For employees and officeholders, claims of up to £7.50 will be reimbursed.
- A non-alcoholic drink will be reimbursed as a mid-morning, lunchtime and mid-afternoon refreshment.

- Officeholders and employees may claim lunch up to £10.
- Evening meals relating to any one-day trip would not normally be reimbursed unless the travelling required results in employees or officeholders not getting home until after 8.30pm and them eating away from home. In these circumstances evening meals should be kept to below £12 and alcoholic drinks are not eligible.
- VAT receipts must always be obtained and submitted.

### **3.3 Service charges**

Where a gratuity / service charge is included in the bill it will be reimbursed. Other tips are at the discretion of the diner and claims will not be reimbursed.

## **4 Entertainment**

### **4.1 Business entertaining by NSA employees.**

Employees should only entertain visitors and guests where it is likely to assist the NSA in its objectives. In general, entertainment counts as business-related if its purpose is to discuss a particular NSA project, event or policy. By contrast, entertainment of NSA acquaintances won't count as business-related if its purpose is primarily social – even if there's some discussion of business-related topics in the course of the entertainment. Amounts claimed should be reasonable and appropriate. In all cases employees should retain all invoices and receipts. Individual's names and organisations should be listed on the expenses claim.

Officeholders are not expected to entertain visitors or guests for NSA business.

### **4.2 Group entertaining**

Where officeholders and employees come together as a wider group, for example when staying overnight as part of an NSA event, the most senior NSA employee attending (or an individual delegated by the NSA Chief Executive) will determine what expenses (meals and drinks) can be put on a communal tab and paid for by NSA. These situations should be approached with care and consideration of the use of members' money employed.

NSA appreciates that where employees or officeholders are representing NSA at a wider industry event, for example when invited to an industry dinner, the cost of entertainment can exceed usual guidelines. In these situations, extreme care and consideration of the use of members' money should be employed and approval from your line manager should be sought beforehand. When employees are together outside of the office and are both eligible for expense claims, it is preferable for a single payment to be made, rather than individuals paying separately. All receipts must have names of employees added to them and on the expense claim form.

## **5 Employee-only expenses**

### **5.1 Mobile phone expenses**

Employees who are regularly out of the office and/or are required to use a mobile phone for website and social media responsibilities have two options:-

- a) An NSA phone, fully paid for and insured by NSA.
- b) To use their own phone and have NSA contribute an annual amount towards their monthly bill and insurance costs via their salary. Employees choosing this option must ensure any damages or faults with their phone are dealt with as quickly as possible so

they are not without a phone for any period of time and, therefore, are recommended to have insurance.

The choice between the two options is usually made at the point the employee joins NSA, but can be raised with a line manager latterly if circumstances change. For option B, the annual amount offered is £327, paid via employee salaries in 12 monthly installments. This is usually paid pro rata for employees working part-time hours and this is made clear before payments begin to be made. NSA appreciates that some employees use personal mobile phones to receive verification codes to log into online services, such as online banking and social media services. NSA will not contribute to the cost of a personal mobile phone for this use, but any employee uncomfortable with using their personal phone for this purpose should raise the matter with their line manager. Information on appropriate use of mobile phones, personal use of mobile phones in work hours and phone safety while driving is included in the Employee Handbook.

## **5.2 Employees with a contract to work from home**

The following applies to employees with a contract to work from home and is in relation to running a home office.

### **5.2.1 Landlines**

Employees who have a contract to work from home are not expected to have a landline and therefore cannot charge for landline expenses, unless agreed at the point of employment for specific reasons.

### **5.2.2 Internet**

Employees who have a contract to work from home must ensure they have reliable internet access. NSA will usually contribute an annual amount towards this, paid monthly via their salary, to be agreed at the point the employee joins NSA. The annual amount offered is £327, paid via employee salaries in 12 monthly installments. This is usually paid pro rata for employees working part-time hours and this is made clear before payments begin. Employees must ensure any damages or faults with their internet access are dealt with as quickly as possible, so they are not without internet access for any length of time.

### **5.2.3 Stationery**

Where practical, employees who have a contract to work from home are encouraged to share stationery supplies with NSA Head Office, collecting items when visiting Malvern. Where this is not possible, employees can buy supplies locally or online and charge the item on an expenses form if a VAT receipt has been obtained.

Items of equipment, including IT equipment, may be purchased for employees' use at work or home. However, all such purchases must be approved by a line manager prior to any purchases being made. All such equipment remains the property of NSA and must be returned to the company upon termination of employment.

### **5.2.4 General costs**

NSA does not make a contribution to expenses linked to working from home such as electricity or heating, but employees who have a contract to work from home are encouraged to investigate tax relief options offered by HMRC.

No expenses for working from home can be charged by employees with a contract to work from Head Office, even if they have permission from their line manager to occasionally work from home.

The Company will pay subscriptions to approved professional bodies on behalf of employees where an employee is requested to take up membership by the Company, this must be approved by your line manager before taking out.

### **5.3 Eye tests**

As per the Employee Handbook, employees regularly using a display screen (computer monitor) are entitled to a financial contribution to a biennial eye test and any glasses required for screen work. NSA will contribute up to £25 towards the eye test and up to £25 to glasses once within a 24-month cycle, to be reimbursed via an expense claim if accompanied by receipts from a qualified optician.

## **6 Refunds and cancellations**

In the event of plans changing or being cancelled, refunds on trains, accommodation or anything else should be obtained wherever possible. If there is a cancellation with costs incurred, NSA will pay for these as long as reasonable effort to seek a refund has been made.

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