

Expenses Policy

EWRT-GOV-EX-D0.1

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Revision History

Name	Date	Reason For Changes	Version

Review Cycle

Review Cycle	Review Date	Reviewer	Status-Action Needed

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Equality Policy	Written By:	Anne McFarland		
	Approved By:			

Scope

This policy applies to all volunteers and employees that need to spend money for EWRT-related activities.

Policy elements

EWRT will reimburse reasonable business expenses in part or in full as the case may be, provided that they are approved by the Board in advance of being incurred.

EWRT want to avoid overspending or unnecessary costs.

Travel Expenses

Travel expenses include any kind of transportation and accommodation expenses that are incurred when going on a business trip. Expenses that may be fully or partly reimbursable include:

- Accommodation
- Mileage

Mileage may only be claimed strictly in accordance with published Civil Service rates.

<https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx>

Mileage and accommodation costs for the Directors to attend Board meetings is specifically disallowed.

Mileage and accommodation costs for the Directors on EWRT related work is disallowed unless exceptionally approved by the Board.

Other expenses

The Board may authorise the contracting of certain expenses. No expense is to be incurred without prior Board authorisation.

All entertaining, gifts and donations must be specifically authorised by the Board.

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Non-reimbursable expenses

EWRT will not reimburse the following:

- Lost personal property (e.g. luggage)
- Unauthorized or unscheduled business meetings with clients, partners or job candidates
- Fines incurred while driving on EWRT business
- Expenses not approved in advance by the Board

This list is not exhaustive.

Procedure

When on a work-related trips, you need to:

- Document any expenses (e.g. taxi fares.) Please ask for bills and receipts whenever you can.
- Submit an expense report on line to the Treasurer with copies of all necessary documentation. Please retain the originals in case they are requested on audit. Please submit your claim/report within three months after your trip.

The treasurer is responsible for approving reimbursement claims, providing that they are in line with a Board decision and requesting payment.

EWRT will investigate any excessive expenses. In cases of consistent falsified or exaggerated claims, EWRT may take disciplinary action.

Appendix 1 – Expense Form