cosrt

College of Sexual and Relationship Therapists

Expenditure Policy

and guidance

Overview

COSRT implements a clear and robust process to manage expenditure. This allows the charity to ensure monies are spent according to priorities and in an accountable manner. The policy is based on the following key principles:

- Any expenditure by COSRT over £50 must have pre-authorisation from the CEO.
- Payments for services or products provided to COSRT require formal invoicing.
- Expenses incurred while performing a task for COSRT must be claimed using proper process.
- COSRT staff are responsible for third party expenditure claims.

Pre-Authorisation

Any expenditure expected to be over £50 must have pre-authorisation. This means the CEO agrees to an expenditure before a commitment to spend the money is made.

All expenditure is linked to a COSRT activity. It is therefore the responsibility of the staff member managing an activity to ensure pre-authorisation.

Pre-authorisation details are held centrally by the Operations Manager.

Invoices

Charges related to services and products provided to COSRT will be paid subject to an invoice. COSRT requires invoices to be based on 28 days payment timescale, and to include:

- Vendor/provider details including address.
- Clear description of the reason for the charge.
- Gross and NET charges.

Invoices are received by the staff member responsible for the activity to which charges relate. They assign the correct budget code, and confirm the amount is correct before forwarding to Operations for payment processing.

If an invoice does not match the amount pre-authorised, or there was no pre-authorisation, then payment will not be made.

Expenses

Costs incurred directly by someone carrying out duties on behalf of COSRT are claimed as expenses. All expenses are subject to clear limits as defined in this policy. No payment will be made (unless there are exceptional circumstances) for expenses which:

- Were over £50 and did not have pre-authorisation.
- Breached the limits set on eligible expenditure.

Expense claims are received by the staff member responsible for the activity to which charges relate. They confirm the amount claimed is correct before forwarding to Operations for payment processing.

Where a claim is made by a staff member, the CEO receives and authorises the claim for payment.

COSRT will make eligible expense payments within 14 days of receipt.

Key Limits

1. Accommodation

- Overnight accommodation will only be paid for if one-way travel time to an event exceeds 3 hours, or transport timetables constrain arrival/departure times.

- COSRT will only pay the following nightly rates unless prior agreement is given:

London	Outside London
£110.00	£75.00

2. Subsistence

- COSRT will pay for:
  - Breakfast per overnight stay (£10).
  - Lunch when someone is working a full day away from home (£10)
  - Evening meal if someone is required to stay away from home overnight (£17.50).
  - Evening snack where someone will not return home until at least 21.30 hours (£10).

- COSRT will not pay for alcohol.
- Breakfast should be included in the overnight tariffs when possible.

3. Travel

- COSRT will not pay for first class travel unless it is cheaper than standard.
- Travel must be booked at least two weeks in advance of an event unless that is not possible.
- Peak travel times (rail) will not be paid for unless it is not possible to travel at other times.
- Flexible and open tickets (any mode) will only be paid for if they are demonstrably cost effective.
- Taxis will only be paid for in exceptional circumstances if approved in advance and cheaper than public transport, or special circumstances dictate.

- Car mileage is:
    - 45p per mile for cars/vans
    - 25p for motorbikes.
    - Note that COSRT will only pay up to 50 miles in total unless there is a reason that public transport is not available for the destination.