

POL35 – Business Expenses Policy and Procedure

Serendipity Healthcare Ltd
Unit 5 Millennium Way, Dunston, Chesterfield, Derbyshire
S41 8ND



1. Purpose

- 1.1 To ensure that Serendipity Healthcare Ltd and its staff are good stewards of finance, ensuring that business expenses are controlled and accounted for.
- 1.2 To support Serendipity Healthcare Ltd in meeting the following Key Lines of Enquiry:

| Key Question | Key Line of Enquiry (KLOE) |
|--------------|--|
| WELL-LED | W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed? |

- 1.3 To meet the legal requirements of the regulated activities that Serendipity Healthcare Ltd registered to provide:
- Display Screen Equipment (DSE) Regulations 1992 (Amended 2002)
 - Income Tax (Earnings and Pensions) Act 2003
 - Equality Act 2010
 - The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
 - Data Protection Act 2018

2. Scope

2.1 The following roles may be affected by this policy:

- Ⓞ All staff
- Ⓞ Temporary Agency Staff

2.2 The following Service Users may be affected by this policy:

- Ⓞ Service Users

2.3 The following stakeholders may be affected by this policy:

- Ⓞ Commissioners
- Ⓞ Local Authority

3. Objectives

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- 3.1 To create a framework for consistent, proportionate levels of business expenses expenditure.
- 3.2 To ensure that all staff understand their responsibilities in regard to business expense

4. Policy

- 4.1 It is Serendipity Healthcare Ltd policy to reimburse employees for all pre-authorized, reasonable and necessary expenses, incurred whilst employees are engaged in business on behalf of the Organisation.
- 4.2 The Organisation will set levels and categories of expenditure that:
 - Are deemed appropriate and meet legal requirements
 - May only be varied at the discretion of Serendipity Healthcare Ltd
- 4.3 The level of reimbursement set will be sufficient to provide a standard and quality which will:
 - Adequately meet the needs of employees' comfort and any reasonable adjustment because of a protected characteristic
 - Be suitable for the effective conduct of Serendipity Healthcare Ltd business
- 4.4 All expense reimbursements will neither advantage nor disadvantage the employee but will cover reasonable costs incurred.
- 4.5 All personal information submitted will be handled in accordance with data protection laws.
- 4.6 Any falsification of expenditure will be treated as a disciplinary matter and appropriate action will be taken.

5. Procedure

5.1 Responsibilities

Serendipity Healthcare Ltd is responsible for this policy and The Registered Manager is responsible for its dissemination. All staff have a responsibility for their own expenses and for ensuring that these are in line with this procedure.

5.2 Reimbursement

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The rate of reimbursement is set at the discretion of Serendipity Healthcare Ltd.

- 5.3 All expenditure must be authorised by The Directors before it is undertaken.
- 5.4 Employees are required to provide receipts covering all expenditure, without which reimbursements will not be made.
- 5.5 Employees are required to forward their claims with receipts to their manager using the attached form on a regular, monthly basis.
- 5.6 **Allowable expenses include:**
- Business travel and accommodation
 - The entertainment of clients at the request of The Directors
 - Where eye tests are required by staff who use display screens which are not provided either directly or by vouchers from Serendipity Healthcare Ltd
- 5.7 **Travel**
Employees accompanying more senior employees will be allowed to travel in the same class as those employees.
- 5.8 **Grievances**
Any grievance regarding a proposed expenditure or reimbursement must be taken up with The Registered Manager and, if unresolved, the matter should be taken up through Serendipity Healthcare Ltd formal grievance procedure.
- 5.9 The expenses procedure will be monitored by Mrs Zoe Black and Serendipity Healthcare Ltd.
- 5.10 **Abuse of expenses**
Any abuse by employees will result in disciplinary action and, depending on the circumstances, is likely to be treated as Gross Misconduct resulting in summary dismissal (e.g. where it appears, after thorough investigation, that an employee has intentionally sought to defraud the employer).

6. Definitions

6.1 Expenses

Money that is spent on goods or services

6.2 Reimburse

To give back the same amount of money as spent

6.3 Allowable Expense

Allowable expenses are expenses which support the function of the service, and which are

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determined by Serendipity Healthcare Ltd. They are purely business expenses.

Reviewed 28.01.2022

Lisa Ward

HR Manager