



Expenses Policy

Our **Preschool expense policy** outlines how we'll reimburse employees for work-related expenses. We'll define "work-related expenses" and set a procedure to authorize expenditure.

Scope

This policy applies to all our employees that need to spend money for work-related activities.

Policy elements

Employee expenses fall under two categories:

Expenses that are paid directly by the Preschool on behalf of employees. Expenses that are paid by our employees and are reimbursable.

We'll reimburse all reasonable expenses, after they are approved, in part or in full as the case may be.

Expenses paid on behalf of employees

Expenses related to this category that may be fully or partly reimbursable include but aren't limited to are:

- Training Courses
- Travel Expenses
- Registration Fees

Expenses paid by our employees that are reimbursable

Expenses related to this category that may be fully or partly reimbursable include but aren't limited to are:

- Purchase of stationary consumables
- Purchase of cleaning consumables
- Purchase of snack

Procedure

When staff incur work-related expenses, they should:

Ask for the committee's approval.

Submit a reimbursement claim. Please submit receipts and bills within [*one month.*]

Travel expenses are to be calculated from the hall to the course location. Google maps can be used to calculate the milage. Milage will be reimbursed at 40p per mile.

The treasurer then reimburses the money and makes note of the expenses on the expense's spreadsheet within the accounts. The receipts are then filed into the treasurer's files.