



Expenses Policy

Approved by: Executive Committee

Approved on: September 2025

Next review Date: September 2027

Applies to: RHP Group

Everything we do is underpinned by our values.

For RHP and RHP Home these are: We know our stuff, We make it happen, and We care.

For Co-op Homes these are: We learn, We deliver, and We care.

What is this policy all about?

This policy aims to provide clarity on expenses individuals may incur as part of carrying out their duties and in doing so ensure we all act reasonably and achieve value for money. This policy covers the whole of RHP Group.

Our guiding principles

We have a number of guiding principles that we expect all individuals claiming expenses to follow:

- Expenses must be reasonable, necessary and relevant to the performance of RHP Group business. We may refuse to reimburse any claim which we feel is totally or partially unreasonable or excessive.
- Employees and Board members must make all reasonable effort to incur expenses at the lowest possible cost, providing this does not have any negative unintended consequences (for example it has a detrimental health and safety impact).
- Expenses must be claimed in a timely manner (i.e. within three months for employees or within six months for Board members).
- Expense claims must be submitted with specific details and evidence including VAT receipts.
- All line managers can approve expenses of only their direct reports or someone in their team, except if another manager is nominated to approve the expenses in their absence.
- Expenses should aim to minimize the environmental impact of business travel and individuals should use public transport or car share where possible.
- Any attempt to submit a false expense claim or to manipulate the expenses procedure in any way will be treated as a serious disciplinary offence. For Board members the matter will be referred to the RHP or CHS Chair (or Senior Independent Director if it relates to a claim by the RHP Chair or RHP Chair if it relates to a claim by the CHS Chair) whose decision on any action will be final.

Submitting an expense claim

All employee expense claims should be processed through our HR system via the expense section. As part of the claim, you need to give as much detail as possible about why the expense was incurred and you'll need to upload a receipt.

Where possible, all Board member expenses claims should also be processed through the HR system via the expenses section. However, where this isn't possible, expenses should be processed using the expense form available from the Assistant Company Secretary or in the case of Co-op Homes Board expenses, Managing Director of Co-op Homes or Governance Manager.

Expenses will be paid to an individual via payroll in the next payroll run. Generally any expenses authorised before 8th of the month will be included in that month's payroll and anything after this date will be the following month. However this could change depending on the cut off date for each month.

Types of expense

Travel

- Employees and Board Members are encouraged to use public transport wherever possible.
- Individuals are expected to travel at the lowest cost fare available including making use of off-peak travel and advance bookings.
- If an individual uses a season ticket already held by the employee, this will not be reimbursed.
- Where an individual uses their own vehicle for business travel, the individual must hold a current driving licence, ensure the vehicle is roadworthy and insured for business use.

- We will reimburse mileage back to an individual as per HMRC guidelines plus an additional 10p per mile which we will gross up so the individual receives the full 10p per mile.
- We will reimburse reasonable parking costs incurred during the business-related trip.
- Congestion or ULEZ charges incurred will also be reimbursed.
- Taxis can only be used in certain circumstances – including where a shared taxi would be cheaper per person than public transport, in emergencies, if the travel is late at night or public transport is unavailable. We have a business taxi account which can be used if necessary.
- We will not reimburse parking or motor offence fines as it is the individual's responsibility to comply with relevant rules, regulations and laws.
- We will not reimburse normal commuting costs for individuals between their place of work and their home, other than those who are on home-based contracts providing it is within the limit agreed as outlined below.

Accommodation and subsistence

- Any overnight stay (outside of those expenses being claimed within a home worker allowance as per the below) requires approval from the Executive Director of the area. As with all other expenses, individuals should ensure that they obtain value for money and book the lowest available hotel room. We would anticipate this would be no more than £175 per night.
- Where an individual is staying away from home on business, they can claim the cost of meals back up to a maximum value of £30 per person per meal.

Entertainment

- We recognise that corporate entertainment can provide opportunities to strengthen business relationships and enhance our reputation.
- We make central provision for social events such as the Christmas party or employee conference and expenses will not generally need to be claimed for corporate events.
- If being paid for by RHP Group, entertainment can also cover internal events such as a manager taking their team for lunch to a restaurant or buying for breakfast for team members in the café.
- If the cost of entertaining (e.g. a lunch or dinner) is to be reclaimed or has been paid for on a company credit card, it needs to include details of the business purpose. It can often be a taxable cost and so we need to keep a central record of any expense incurred relating to entertainment, whether through claiming an expense or paying using a company credit card. Any entertainment cost should be reported to the HR Administrator who will keep a record for our annual Pay Settlement Agreement ("PSA") with HM Revenue and Customs ("HMRC").

Professional fees

- Each employee can reclaim the annual fee of one membership of a professional body relevant to their role.

Childcare and other carer costs

- Childcare and other carer costs will not be reimbursed.

Corporate Credit Cards

- A handful of senior leaders will have a company card which should ensure that they don't need to put all expenses on their own account. It is the card holder's responsibility to ensure they complete a monthly log of costs incurred and provide receipts.

Home office

- If an individual's role allows them to be able to work from home, we will support them to have a suitable home working environment. Individuals can claim expenses up to £400 as a total allowance for home office equipment, e.g. desk, office chair, monitor etc.

Home based contracts

- We have a few individuals who are on a home-based contract and as part of this agreement can claim for travel and accommodation for visits to 8WR or other RHP/Co-op locations. This will need to be approved by the Executive Director of the area.

Any other expense

- We do not envisage any other expense will be reimbursed however on the rare occasion that an individual needs to claim for any item not listed above, a reasonable view will be taken by the approving line manager which is in keeping with our guiding principles.

Tax and NI relating to expenses

HMRC begin with the assumption that all payments are subject to tax and NI. However, tax and NI may not be payable for expenses incurred genuinely and only in relation to doing the individual's job. Most expenses outlined above fall within this category however there are a few exceptions (such as, entertainment if it doesn't meet specific criteria, taxi travel if it doesn't meet specific criteria, etc). We have an agreed PSA with HMRC for most expenses and payments which will be subject to deductions and therefore will carry out periodic requests for information for any of these types of expenses having been incurred. RHP Group have committed to paying the tax and NI on any such expense on behalf of Board members and employees, although consideration will be given to the additional cost of this when assessing the reasonableness of any claim.

It is an individual's responsibility however to check their own tax liability on any payments made to them. Detailed guidance on tax and NI liability can be found on the HMRC website.