



Dar ul Madinah

UK

Expenses Policy

This policy is in line with the Mission Statement of the Organisation



Document Control

This policy has been approved for operation within Dar ul Madinah UK Ltd.

Date of last review: September 2018

Date of next review: September 2019

Review period: Annually

Policy status: Statutory

Owner: Company Directors

SCOPE

The objective of this policy is to lay out the terms and conditions for the reimbursement of expenses.

1.0 POLICY

1.1 Employees and volunteers are entitled to be reimbursed by the Company for all reasonable travelling and other expenses properly and necessarily incurred by them in carrying out their duties, on the production of an appropriately authorised claim form and relevant receipts, in line with the following.

1.2 Employees' and volunteers' completed expenses claim forms must be authorised by their Manager and submitted to the Finance Manager for payment. Branch Manager expenses should be authorised by the UK Head of Department.

1.3 All expenses claims must be submitted within 30 days of the relevant activity. Expenses may only be claimed later than 30 days with prior approval from the UK Finance Manager.

1.4 Dar ul Madinah UK reserves the right to amend this policy, including rates and allowances, without notice.

2.0 Travel Expenses

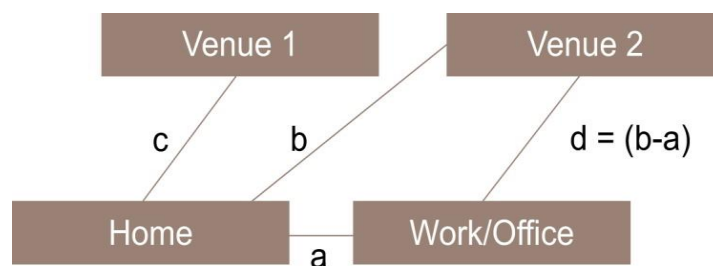
2.1 In line with the Environmental Policy, public transport should be used wherever possible. Where public transport is used the cost will be reimbursed, including the cost of a taxi where this is necessary. Individuals must obtain a receipt or retain the ticket. Expenses without receipts/ tickets will not be reimbursed.

2.2 When it is not practical to use public transport, or where more than one employee or volunteer is travelling the same journey, then a mileage allowance will be paid. Mileage should be claimed from your normal place of work unless you are travelling from home and the distance is less than that from your normal place of work in which case you should claim from home.

2.3 Car mileage will be reimbursed in line with Dar ul Madinah UK rates. This is currently 30p per mile for the first 10,000 miles per annum, then 20p per mile. Motorcycles are reimbursed at 10p per mile.

24 Calculating mileage

25 There are now an increasing number of staff, who live some distance from their base. This means that as they travel to other locations, they often travel directly from home rather than from the main base. It is expected that the calculations will be done in the following manner:



26 If travelling from home to an office (venue 1) closer to home, then mileage (c) will be claimed. If this is less than (a) then no claim will be permissible.

- If travelling from home to an office (venue 2) further away than the normal work office, then mileage (d) will be claimed.
- In most cases and for most of the staff who live and work in the same vicinity, mileage will be claimed from the office.
- For volunteers the actual distance travelled should be claimed as it is assumed that they will be travelling from their home base.

27 Paid employees are not permitted to claim travel expenses from their home to their normal place of work.

28 If you intend to use your private car in connection with official Dar ul Madinah UK business you are required to seek approval in advance from the UK Department Head and have signed a declaration of road worthiness to say your vehicle is in a suitable condition and you have the correct tax and insurance.

3.0 Training expenses

3.1 Training costs and travel associated with attending training will be reimbursed. We will refund travel to training venues using transport in line with the travel expenses section of this policy. Any training must be agreed in advance by your Manager.

40 Telephone Calls

41 Dar ul Madinah UK will reimburse employees and volunteers for the costs of telephone calls made whilst carrying out work for the company. This includes calls made on a home or mobile telephone.

42 Where the call is shown on an itemised bill, the actual cost will be reimbursed.

43 An employee will need to satisfy his/her Manager that the call was for business purposes and, where the amount is estimated, that the estimate is as accurate as possible.

45 Dar ul Madinah UK reserves the right to deduct any unauthorised incurred expenditure from an employee's salary.

50 Other Expenses

51 Expenditure on items such as stationery, photocopying, postage on behalf of Dar ul Madinah UK will be reimbursed either from petty cash or by BACS. Full details of the expenditure and a receipt should be provided.

52 Parking costs incurred when away from the normal place of work will be reimbursed. A ticket or receipt must be provided.

53 Expenses not detailed above will only be paid with the authority of the UK Department Head or UK Finance Manager.