



# Face Front Inclusive Theatre

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## Expenses Policy

Face Front Inclusive Theatre (FFIT/ Face Front) will reimburse employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business. Employees should not be either financially disadvantaged or advantaged because of genuine business expenses.

Employees are responsible for the payment of all expenses they incur, except where we have direct settlement arrangements with suppliers in place.

Breach of this policy is a disciplinary offence. Deliberate falsification of a claim or the evidence needed to make a claim will constitute gross misconduct. This may result in summary dismissal. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

### Allowable expenses

#### Travel - UK

Face Front Inclusive Theatre will reimburse the reasonable costs of amounts necessarily expended on travelling in the performance of the duties of the employment, for example to events, external meetings, training etc.

This does not include travel between home and office unless the employee is recognised as being a "contractual home-based employee".

Employees should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost.

#### By employee's own car/motorcycle/bike

The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments). These are currently as follows:

## Inclusion Through Theatre

Patrons: Mat Fraser | Josette Bushell-Mingo OBE | Rachel Denning | Doris Jiagge  
Aditya Chakrabortty | Onjali Rauf MBE | Joseph Adelakun | Jamie Beddard

Face Front Inclusive Theatre is a company limited by guarantee.  
Registered in England and Wales No.05154096. Registered Charity No.1116506.

#### Tax - rates per business mile

| Type of vehicle | First 10,000 miles | Above 10,000 |
|-----------------|--------------------|--------------|
| Cars and vans   | 45p                | 25p          |
| Motorcycles     | 24p                | 24p          |
| Bikes           | 20p                | 20p          |

The employee is required to keep track of business mileage incurred in the tax year (6 April to 5 April) to ensure the correct rates are used.

If an employee carries any other employees in their own car or van on business travel, that employee can claim 5p per passenger per business mile. The passengers must be employees and they must also be travelling on business journeys.

Where an employee uses their own vehicle, the employee should ensure that the vehicle is in good working order, fully insured, taxed and MOT'd and that the driver is covered by breakdown assistance.

The line manager may request the employee to print off a route planner to support the business mileage claimed by that employee.

#### By taxi

Employees are expected to use taxis only when strictly necessary and where it is cost effective to do so. Employees should always obtain a receipt.

#### By tube, DLR (Docklands Light Railway), bus or tram

Employees should retain tickets where possible. Where an employee's season ticket already covers the cost of travel, no further claim will be allowed. Where Oyster cards are used, the employee should provide evidence of the additional cost incurred, for example by printing off their online statement or by printing off the journey cost provided by the [Oyster fare finder](#).

#### By train

Employees should, as far as possible, travel standard class and should book their journeys sufficiently in advance to obtain the best possible prices.

First class train travel is acceptable if the journey from London mainline stations (not the employee's home address) is timetabled to last in excess of two hours and the employee needs to work, or at the manager's discretion, eg for very early starts, late returns, where standard class would be exceptionally crowded. Employees should retain all tickets and credit card vouchers.

#### By plane

Flights should, whenever possible, be booked sufficiently in advance to obtain the best possible prices. Air travel should be by economy class. Employees should retain all tickets and credit card vouchers.

#### Late night travel

In exceptional circumstances, and only in accordance with HMRC rules, Face Front Inclusive Theatre may meet the cost of late night taxis or similar road transport provided all the following circumstances apply:

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- the employee is required to work later than usual and at least until 9.00pm;
- this occurs irregularly; and
- by the time the employee ceases work either public transport has ceased or it would not be reasonable to expect the employee to use public transport.
- The number of such journeys must not exceed 60 in any tax year.

## **Lone Working - travel**

One of the risks of 'lone working' in the office is the possibility of attack as you're leaving the premises after the Shopping Centre is closed. Face Front will allow a lone worker to get a taxi to a secure place/ their home if they have to work late and then claim it on expenses.

## **Overnight Accommodation - UK**

### **Hotel accommodation**

Should be booked in advance at the best possible rates which should not exceed £75 per night (£100 within the M25), including VAT but excluding breakfast costs. Any booking in excess of that amount will need to be approved by the department head prior to booking.

Employees should take into account the location of the hotel as regards the cost of taxis, etc and the time required to travel to and from the hotel.

### **Staying with friends or relatives**

An employee may claim an allowance of up to £35 per night. Receipts are not required but the employee must confirm that the overnight stay was necessary in connection with travelling on Face Front Inclusive Theatre business.

An employee claiming this allowance cannot also claim reimbursement of actual accommodation and subsistence costs although they can claim personal incidental expenses (see below).

In all cases employees should retain all invoices or receipts.

### **Subsistence - overnight absence - UK**

Face Front Inclusive Theatre will reimburse reasonable out of pocket expenses incurred by the employee when it is necessary to stay away from home overnight on Face Front Inclusive Theatre business. This will include the following:

- hotel bills (see above)
- breakfast
- lunch, evening meal and beverages - to an overall maximum of £40 per day (please note that the employee may incur costs in excess of £40 but may only claim up to £40).
- parking at hotel

Additionally, the employee may claim "personal incidental expenses" up to a maximum of £5 per day. This covers items such as telephone calls, newspapers and laundry.

The total of any such costs must not exceed £5 otherwise no reimbursement will be allowed, *ie* the allowance should not be regarded as a contribution to such costs.

If the employee is away for more than one night, the daily limits (*ie* £40 and £5) may be averaged across the number of nights that the employee is away.

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In all cases, employees should retain all invoices or receipts.

### **Subsistence - no overnight absence - UK**

An employee may claim for meals and beverages up to a maximum of £20 per day when travelling on Face Front Inclusive Theatre business. This is intended to reimburse the employee for *additional* expense as a result of having to travel on Face Front Inclusive Theatre business.

Personal incidental expenses cannot be claimed where there is no overnight stay.

In all cases employees should retain all invoices or receipts.

### **Overseas trips**

The rules above apply to overseas travel as well as UK travel. However, in some cases, it may be necessary to allow higher limits for accommodation and subsistence costs, subject to approval from the Line Manager. The intention is that the employee should be able to obtain accommodation and meals of an equivalent standard to that available to them in the UK. Please note that there is no scope for higher rates for mileage.

Air travel should normally be by economy class.

The maximum allowed for personal incidental expenses for overseas trips is £10 per day. This covers items such as telephone calls, newspapers and laundry. The total of any such costs must not exceed £10 otherwise no reimbursement will be allowed, i.e. the allowance should not be regarded as a contribution to such costs.

Where expenses are incurred in the local currency, the claim for reimbursement should either be for the actual sterling amount debited to the employee's debit/credit card or, where paid in cash, should be converted at the rate applicable on that day.

In all cases employees should retain all invoices or receipts.

### **Entertaining - business**

Employees should only entertain visitors and guests where it is likely to assist the Face Front Inclusive Theatre in its corporate objectives.

In general, entertainment counts as business-related if its purpose is to discuss a particular Face Front Inclusive Theatre project, maintain an existing connection or to form a new Face Front Inclusive Theatre connection.

By contrast, entertainment of Face Front Inclusive Theatre acquaintances won't count as business-related if its purpose is really social - even if there's some discussion of business-related topics in the course of the entertainment.

Amounts claimed should be reasonable and appropriate. In all cases employees should retain all invoices. Please show names and organisation of all attendees on the expense claim.

### **Entertaining - staff**

The cost of entertaining other Face Front Inclusive Theatre staff is not reimbursable.

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## **Volunteers - Expenses**

All volunteers will have their travel and other reasonable expenses reimbursed.

Volunteers should travel by the most cost-effective mode of transport, usually public transport and only take taxis in exceptional circumstances with prior agreement from the Volunteer Coordinator.

Volunteers working a minimum of five hours per day will be able to claim expenses for lunch. Claims will be reasonable and based on the current London Living Wage hourly rate.

## **Eye tests and spectacles**

Face Front Inclusive Theatre recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). Face Front Inclusive Theatre will contribute to the cost of an eye test (see below) for permanent members of staff if they use a display screen (computer monitor) equipment for a significant part of their working day.

Face Front Inclusive Theatre will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician. If the test reveals that spectacles are required, Face Front Inclusive Theatre will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses.

Face Front Inclusive Theatre will only reimburse one eye test in any 12-month period. Face Front Inclusive Theatre will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

## **Procedures for making an expense claim**

Print off and complete the expenses claim form available on the server. This can also be obtained from the line manager.

Ensure all bills (NB: must be originals) and debit/credit vouchers are numbered and attached to the form which should also show the items numbered accordingly to enable easy identification.

Ensure any overseas transactions in local currency are converted to sterling as above.

The employee needs to sign the form and obtain signed approval from the line manager or their approved deputy.

Forward the completed and signed form, with bills and vouchers attached, to the CEO to forward to the Finance Officer once approved.

## **Reimbursement to employee**

Expense claims will be reimbursed within 14 days.

Finance will also endeavour to process claims received on the Monday and Tuesday the same week on a Friday but this cannot be guaranteed.

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Dates and deadlines above will be subject to change, especially at times of public holidays or annual leave.

### **Related Policies and procedures**

This policy should be read alongside our related organisational policies:

Anti-Fraud Policy

Financial Procedures

Grievance, Disciplinary, Bullying and Harassment Policy

Health and Safety Policy

Volunteer Policy and Induction

### **LAST REVIEWED**

December 2025

### **REVIEW**

June 2026

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