



Blue Light Sports Foundation CIO
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STAFF PAY AND EXPENSES POLICY

Dated 16th April 2026

Purpose and Scope

This policy clearly defines who is covered, including permanent, fixed term, and temporary staff, volunteers, trustees, and casual workers. It establishes guidelines for reimbursement of legitimate expenses and sets rules for employee pay in line with employment law and charity regulations.

Pay Policy

- Staff pay is to reflect roles and responsibilities, comply with UK employment law, and be determined according to the charity's budget and funding availability.
- Transparency about pay scales, review procedures, and annual adjustments, if any, are included.
- This policy provides clarifies the relationship between pay, benefits, and expenses, including non-cash perks and allowances.

Reimbursable Expenses

Expenses must be wholly, necessarily, and exclusively incurred in performing charity duties, and include:

- **Travel:** Public transport preferred, private vehicle mileage reimbursed at HMRC-approved rates, taxis allowed under specific conditions (e.g., heavy equipment, safety issues). Travel from home to normal workplace is generally not reimbursed for staff.
- **Accommodation:** Only necessary costs, proper receipts required. Staff may book accommodation directly if authorised.
- **Subsistence:** Meals and refreshments incurred while working away from the normal workplace, excluding alcoholic drinks. Maximum allowable rates for meals are:
 - **Breakfast:** £7.50 per day
 - **Lunch:** £12.50 per day
 - **Evening meal:** £15.00 per day
- **Telephone and Internet:** Reasonable costs for business use on personal devices, supported by itemised lists are required.
- **Professional Memberships:** Subscriptions deemed beneficial for the charity's objectives may be reimbursed and declared as benefits in kind where required.

Authorisation and Claim Procedures

- All claims must use the approved claims form with supporting receipts or invoices.

- Expenses must be authorised by a line manager or, for trustees, by the Chair of Trustees or Treasurer.
- Claims should be submitted within thirty days of incurring the expense, with prior approval required for late submissions.
- The charity can process payments via BACS, cheque, or petty cash, depending on the claim value.

Trustees and Volunteers

- Trustees can claim for reasonable travel, accommodation, subsistence, training, carers, or disability related costs.
- Volunteers are reimbursed for costs that support them carrying out their charity duties.
- The charity may encourage timely claims to allow Gift Aid where applicable.

Deferred or Waived Expenses

- Where staff or trustees wish to waive reimbursements as a donation, a separate Gift Aid compliant donation must be made after the expense is paid to them.
- Deferred reimbursements can be aggregated and paid in a single claim at the end of a period.

Policy Principles

- Expenses must represent best value and be reasonable and properly incurred.
- Staff should not be out of pocket for carrying out duties.
- Flexibility may be exercised for unusual circumstances, provided that costs remain justifiable.

This policy is reviewed annually to reflect changes in UK laws, Charity Commission guidelines, or changes in charity operations.

Signed



Gary Callier
Founder and Operations Manager