

KLF EXPENSE POLICY 9

OVERVIEW AND OBJECTIVES

This document provides guidelines and establishes procedures for persons incurring travel, entertainment and related expenses while on mission for KLF.

KLF will reimburse all approved and reasonable expenditure incurred in undertaking KLF related missions. This policy enable controlled reimbursement to take place and indicate the evidence and the authorization required. Any attempt knowingly or falsely to claim expenses in breach of the Expenses Policy will result in disciplinary action.

Amendments to the policy, procedures and expense levels are the responsibility of the NEC, upon recommendation of the Finance Committee.

The objectives of KLF are to:

Provide approved reimbursements.

Control costs.

Prevent fraud.

Ensure that KLF complies with its tax and legal obligations.

It is the responsibility of KLF to ensure that costs are controlled and that expenses are not extravagant.

To set firm limits for every eventuality will always be difficult and will never suit every occasion or circumstance for expense reimbursement.

SUPPORTING EVIDENCE

An expense claim must be supported by original receipts, invoices or similar. Credit card items should be accompanied by an itemized receipt giving full details.

Each receipt or invoice should list:

VAT registration number (if any).

Description of goods/services supplied.

The total charge, including VAT.

Name and address of supplier.

The date of supply.

In exceptional circumstances, KLF may consider reimbursing minor claims for travel without the backup receipt such as e.g. matatu tickets that are not issue as you pass through the routes. A full explanation is to be given why no receipt is available.

This must be included on the expense claim.

OVERNIGHT ACCOMMODATION

Where possible, it will be expected that KLF use hotels where a group or corporate rate has been negotiated. If this is not possible, then a common sense attitude to expense will be expected when making bookings.

Evening meals should be chosen from the fixed price menu or equivalent when available.

KLF does not wish to dictate a set limit on evening meals, but claims must be reasonable and KLF will not authorize any claims deemed to be extravagant.

If accommodation is planned with relatives or friends instead of at a hotel, an allowance of KES 2000 a night can be claimed.

Receipts are not required in support of the claim, but the person must confirm that the overnight stay was necessary in connection with travelling on KLF business.

OVERNIGHT INCIDENTAL EXPENSES

When staying away from home overnight on mission for KLF, it is recognized that persons will be likely to incur some expenses over and above the basic costs of bed and meals. KLF will reimburse costs for drinks, newspapers and/or telephone calls, supported by receipt up to the current revenue limits, which are KES1000 per night.

Costs for videos and any other entertainment are considered taxable and therefore KLF will not reimburse such expenses.

Hotel bills would normally be expected to be paid by the person and claimed for reimbursement.

MEAL ALLOWANCE

When a member of staff is away from the office on KLF business but not staying away from home, and meets the following criteria, he/she can claim the reasonable excess over what he/she would normally spend.

The claim must be backed up by a receipt.

The person must be absent from the office for more than half the working day.

The meal and the business location must be more than 10 km from home and the office.

For Breakfast the journey must have commenced prior to 7.00am.

Where a person is on KLF business but not staying away from home, the cost of an evening meal may be claimed against receipts if the following limits are met:

There must be more than 10 km from office to home.

The meal must be eaten after 7.30pm.

The person must have been working away from home for more than 10 hours.

KENYA LIFESAVING FEDERATION EXPENSE POLICY 9

These are the reasonable limits set by KLF for expense claims:

Breakfast: KES 100 with receipt

Lunch: KES 300 with receipt

Evening meal working late away from the office: KES 400 with receipt

Evening meal at hotel: Fixed price menu with receipt

BUSINESS AND STAFF ENTERTAINMENT

Every claim for entertaining must show the business purpose, where the event took place, plus the name, status of every person entertained. Receipts must be provided.

Where two or more KLF persons are engaged in entertaining which is chargeable to KLF, then the most senior person present should settle the bill.

KLF will reimburse all reasonable Entertainment of customers/suppliers outside KLF.

Any lunches provided in-house for KLF are classified as staff entertaining and are taxable. Names of attendees should be recorded. KLF will meet the tax liability arising from this benefit.

Business entertainment includes gifts and hospitality of any type.

When customers/suppliers stay at hotels as guests of KLF, their accommodation and meals will be paid for by KLF.

TRAVEL BY ROAD/RAIL

Standard Class should be used for all journeys below 3 hours. First Class can be used for journeys in excess of 3 hours. trains and bus coach travel may be booked in business class.

TRAVEL BY AIR

Air travel should only be used when it is the most economical and practical method of travel. Whenever possible, flights should be booked well in advance to get discounted rates. The most cost-effective ticketing arrangements must be used. On routes where the KLF has a preferred supplier, that supplier should be used whenever possible.

All bookings for air flights should be booked in economy class. If 'low cost' airlines are available, they should preferably be used.

TRAVEL BY SEA

Sea travel will not normally be used where there is an alternative service by road, rail and air. The use of short sea routes may be justified if due to disruption of air services or for any similar reason.

TRAVEL BY CAR

Home-Workplace commute by employees/ NEC members, delegates

Travel between home and venue of business. For the avoidance of doubt KLF will normally only reimburse the excess business travel costs which relate to trips beyond the ordinary commute. In compliance with the local laws, a participation fee of KES 20 per km will be provided to the employee, NEC, Delegates for two home-workplace trips per day during the working days.

Mission for KLF

The travel distance should be covered by the most cost-effective mode of transport, taking into account journey time as well as monetary cost.

Where it is cost effective to make a business journey by car, a mileage allowance which provides full compensation for the use of the vehicle (including purchase, wear and tear, petrol, insurance, etc) is KES 40 per km.

No travel can be undertaken for KLF by a car that is not properly insured and in good driving condition.

No travel time compensation will be paid by KLF. KLF will not pay any fines in connection with Road Traffic Act offences nor will KLF reimburse car wash or valet costs.

When two or more persons are travelling together and one is the owner/leaser/renter of the car, that person will receive the mileage fee.

TRAVEL BY TAXI

Taxis can be used where it is cost effective to do so. The paid fare will be reimbursed.

FOREIGN CURRENCY

If foreign currency is required it is often more convenient to obtain this from a currency exchange or ATM abroad. KLF will reimburse all costs associated with this conversion on receipt of appropriate receipts or credit card statements.

OTHER TRAVEL-RELATED COSTS

Employees are expected to use their cars to and from the airport, unless parking fees would exceed the cost of a private taxi. In such case the mileage of 40 Eurocent per km is applicable.

Claims may be made for reimbursement of the cost (s) of applying for a visa for employees who are required to travel overseas on KLF business.

GIFTS

The cost of gifts is not normally reimbursable.

In appropriate circumstances and at the discretion of the Secretary General, the reasonable cost of gifts made to employees will be reimbursed.

Gifts would be reimbursed in the following circumstances:

On the occasion of an employee's wedding.

On the occasion of the birth of an employee's child.

For a bereavement.

Typically the gift of flowers and a card would be appropriate. For clarification, gifts of cash or cash equivalents (i.e. vouchers) are not reimbursable.

TRAINING COURSES

Accommodation and transport in conjunction with training courses is subject to the same rules as for other business-related travel.

MEMBERSHIP OF PROFESSIONAL BODIES

KLF will pay subscriptions to approved professional bodies on behalf of persons where a person is requested to take up membership by KLF, in the interests of KLF.

In some cases, subscriptions paid may be taxable and the person should be aware that he/she may bear the additional cost.

TELEPHONE/TELEFAX RELATED COSTS

When a private telephone is used for KLF related calls, persons may claim the cost of these calls plus VAT quarterly, on submission of the telephone bill.

Where significant business is conducted by an employee, the KLF President and the KLF Secretary General, from a private address a separate business line can be installed and the bill can be addressed directly to KLF. KLF will in these circumstances pay the rental and all business calls plus VAT.

If business telephone calls are made from home or from a personal mobile phone the expense and VAT can be claimed. The claim must give detail of the call, identify the business reason for making it and be accompanied by a copy of the appropriate page of an itemized telephone bill, on which the business call is highlighted.

INTERNET RELATED COSTS

Where significant business is conducted by an employee, the KLF President or the KLF Secretary General from a private address, 50 % of the internet bill can be addressed directly to KLF.

PURCHASES OF EQUIPMENT

Subject to the Finance Committee's approval, various pieces of equipment, including IT equipment, may be purchased for persons' use at work and/or home.

When a person leaves or changes job, equipment must be returned to KLF for redeployment.

CASH ADVANCES

Where cash advances are required, a person must gain authorization from the KLF President.

Advances should be used for KLF business only and only one advance will be permitted at a time.

Advances must be settled within a reasonable time that may not extend beyond three months.

A cash advance must be cleared before an application is made for another cash or foreign currency advance. KLF reserves the right to recover any outstanding advances from any monies due to the recipient.

CREDIT CARD FEES

The annual fee for a personal credit card to be used on KLF business is not refundable by KLF.

APPROVED BY KLF GA 10 JANUARY 2012

REVIEWED ON MAY 2015

BY JOB KANIA

PRESIDENT

KENYA LIFESAVING FEDERATION.