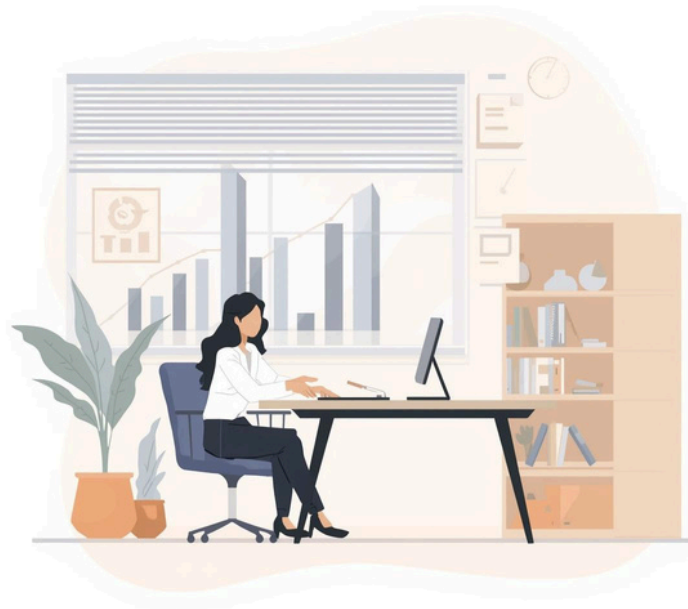


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Maintain and update a mileage & expenses policy

Why?

Fair & Consistent

- Use clear rates
- Document requirements
- Approve spend before it takes place where possible

Compliance

- Use HMRC approved mileage rates
- Audit samples each term
- Provide simple claim forms and guidance

Benefit

Maintaining and regularly reviewing a clear mileage and expenses policy reduces the likelihood of misunderstandings or disagreements by ensuring everyone follows the same documented rules and approved rates. A consistent approach also protects the organisation from non-compliant claims, helping to avoid HMRC challenges and ensuring all reimbursements are fully justified, transparent, and traceable.

Useful Resources

- HMRC – Travel & subsistence
- CIPFA – Expenses policy templates