

**Home Working Expenses Policy**

At the closed Board meeting on 15 May 2020 the Directors agreed that wef 23 March 2020 inclusive to pay employees other than Directors a home working allowance of £1 per day in respect of each day or part thereof an employee works at their home subject to a weekly maximum of the HMRC allowance of £4 per week up to and including 5 April 2020. From 6<sup>th</sup> April 2020 the allowance will be £1.50 per day subject to the maximum HMRC weekly allowance of £6 per week.

The allowance should be claimed on a calendar month basis as a personal expense. The expense claim will need to indicate the number of days per week for which the allowance is claimed.

This policy has been introduced on a temporary basis whilst there is a homeworking arrangement in place due to Government advice in the management of Covid 19 to work from home if possible. The policy will be reviewed when and if that advice changes.

**DOCUMENT DETAILS:**

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**REVIEW BY:**  
**LEAD DIRECTOR: Simon Adams**  
**AUTHOR: Simon Adams**

**Version Control**

Version	Reason for Amendments	Amendments Made By	Date
1	Approved		15/05/20