

Temporary Expenses Process

To enable employees to continue to submit expenses over the coming months, the following expenses process will be available. It will not be possible for the payroll teams to process paper expense forms left in the HR offices.

All expenses should continue to be in line with the usual expenses policy of the business, which can be found here <http://sp.swwater.co.uk/sites/ISO/ISO%209001/QHR-109.doc> / https://viridor.sharepoint.com/sites/services_HR/Documents/Expenses%20Policy%20-%20Sept%202018.pdf and responsibility for checking this remains with the authorising manager. The requirement to submit expenses within 3 months will only be extended where the manager confirms this is the result of absence from the business for self-isolation / sickness.

- Expense forms should be emailed to HRAdmin@viridor.co.uk / Payroll@southwestwater.co.uk by the authorising manager. This must be the employee's 1st or 2nd line manager, if the first line manager is absent from the business.
- All paper receipts should be either photographed or scanned with all details clearly visible, including the date the expense incurred. Electronic receipts can also be accepted. These should be attached to the email containing the expenses form and not submitted separately. Any that are not readable, will be rejected, leading to a delay in payment.
- Expenses should be submitted in line with the normal deadline for submissions. Any received after this date will be processed in the next available period.
- The authorising manager must confirm their approval of the expenses and the name of the employee to whom they relate. Ideally Approved expenses for 'Employee name' should be in the subject heading.
- If the Approving manager has an electronic signature, then this may be used to authorise the expenses form.