



## NWH GROUP EMPLOYEE EXPENSES POLICY

NWH Group Limited  
Reviewed- January 2026

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### Policy Statement:

This Employee Expenses Policy outlines the guidelines and procedures for incurring and reimbursing business-related expenses incurred by employees of NWH Group. The purpose of this policy is to ensure transparency, fairness, and efficiency in handling employee expenses while maintaining compliance with relevant laws and regulations.

### 1. Expense Approval:

All expenses must be pre-approved by the employee's immediate supervisor or the designated approver before they are incurred. The approval process should be in writing and submitted through the designated expense reporting system. The expenses has to be added to Softworks and will be paid the following week.

### 2. Eligible Expenses:

Eligible expenses include those that are necessary and directly related to the performance of an employee's job duties. Common eligible expenses may include, but are not limited to:

- Travel expenses (transportation, accommodation, meals)
- Training and development expenses
- Car mileage for business-related travel

### 3. Car Mileage:

For business-related travel using personal vehicles, employees are eligible for reimbursement of mileage at the current HMRC millage guidance per mile.

The starting point for mileage reimbursement should be the employee's regular place of work unless otherwise specified in an employee contract.

### 4. Company Car Usage:

If an employee has been provided with a company car, it is expected that the company car will be used for business trips, and mileage reimbursement for personal vehicles will not apply in such cases.

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### 5. Submission of Expense Reports:

Employees are required to submit detailed and accurate expense reports within 4 weeks after incurring the expenses. Expense reports should include original receipts, a brief description of the expense, and the purpose of the expenditure.

Please be advised that expenditures exceeding the stipulated 4-week threshold may not be subject to approval.

### Policies & Procedures

### 6. Limits and Restrictions:

The company may establish limits on certain types of expenses. Any expenses exceeding these limits must be approved in advance. Personal expenses are not reimbursable.

### 7. Reimbursement Process:

Upon approval, expenses will be reimbursed in the next available payroll cycle. Reimbursements will be made in the same currency as the original expenditure.

### 8. Non-Compliance:

Failure to comply with this policy may result in the rejection of expense reimbursement requests or disciplinary action, up to and including termination of employment.

### 10. Policy Review:

This policy will be reviewed periodically and updated as necessary. Any changes to the policy will be communicated to all employees.

### 11. Contacts:

For questions or clarification regarding this policy, employees can contact the Human Resource Manager or Compliance Director.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

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