

EXPENSES CLAIM FORM

November 2025, Version 13

EXPENSE CLAIM PROCESS

Before making purchase:

- 1 For purchases over £500, obtain **quotes** for the item(s) to be purchased and select the **preferred supplier**, justifying why they should be used (e.g. cheapest, quickest delivery). The number of quotes required depends on the cost of the purchase (see 'Quotes Required' below).
- 2 All purchases (other than consumables costing less than £100), need **pre-spend authorisation**. Send the authoriser an explanation of why the purchase is required, the quotes and preferred supplier (if required). The authoriser will provide email confirmation of authorisation to purchase and the supplier to be used – use the appropriate authoriser as per the 'Pre-Spend Authorisation limits' below.

After making purchase:

- 3 If the purchase has been paid for personally, complete the **Expense Claim Form**, ensuring that you have entered your bank details.
- 4 All Expense Claim Forms must be **approved for payment** by a person with a higher authorisation limit than yours (see 'Expense Claim Approval limits' below). Send them your completed Expense Claim form with evidence of receipts and pre-purchase authorisation.
- 5 Email the Expense Claim Form to finance@nhkc.uk with the following documents within 3 MONTHS of incurring the expense:
 - a) Quotes and reason for selecting the supplier (for items over £500)
 - b) Pre-spend authorisation to make the purchase (for purchases over £100)
 - c) Invoices/ receipts (Photo/ PDFs and e-receipts will be accepted but retain original receipts until payment in case of query)
 - d) Approval to pay Expense Claim (all claims)

LIMIT (Incl. VAT)	Quotes Required	PRE-SPEND AUTHORISATION LIMITS (See page 3 for names)	EXPENSE CLAIM APPROVAL LIMITS
£0 - £100	No quotes needed	No authorisation needed	Delegated financial authority for the area
£100 - £200	No quotes needed	Delegated financial authority for the area	Delegated financial authority for the area
£200 - £500	No quotes needed	Area Leads for PH, GCT, Finance, E&H	Area Leads for PH, GCT, Finance, E&H
£500 - £1000	Two quotes	GCT Lead - GCT purchases only	GCT Lead - GCT purchases only
Up to £2,000	Two quotes	Company Secretary	Company Secretary
Up to £5,000	Two quotes	1 Trustee	1 Trustee
Over £5,000	Three quotes	Any 2 Trustees	Any 2 Trustees

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NAMED APPROVERS/ AUTHORISERS

Directorate/ Area	Role	Named Person	Financial Limit for Authorising Purchases/ Approving Expense Claims
Trustees		Chris Waddell Robin Gaulton Adrian Coles	< £5000: 1 Trustee > £5000: 2 Trustees
Company Secretary		Alex Langlands	£2,000 for routine items of expenditure
Project Heritage	Area Lead	Debs Ridgewell	< £500
	Delegated Financial Authority for Area	Sarah Leese Rachel de Kam	< £200
GCT	Area Lead	Dan Clark	< £500
	Delegated Financial Authority for Area	Josh Fraser	< £200
Finance	Area Lead	Alex Langlands	< £500
	Delegated Financial Authority for Area	Lisa Merrylees	< £200
Events & Hospitality	Area Lead	Dan Clark	< £500
	Delegated Financial Authority for Area	Dave Melia	< £200