

Non-qualifying expenses

Expense	Normally claimed via MyView	Can be paid for by purchase card	Normally a non-qualifying item	Normally paid for via Ariba	Normally booked via HRG	Exception (as per contracts of employment)
Stolen, lost or damaged personal property			x			
Company vehicle fines/ personal cars fines			x			
Flight (travel) upgrades			x			
Expenses for family members			x			
Childcare			x			
Formal wear			x			
(CID - Criminal Investigation Dept) Clothing Allowance			x			States of Jersey Police (CID)
Personal expenses:						
travel to and from work			x			
toiletries			x			
newspapers			x			
dry cleaning			x			
recreational items/ gift shop charges			x			
alcohol			x			
passport fees/ renewal costs			x			
home internet services			x			
doctor appointments (GP)			x			States of Jersey Police, Fire and Rescue Service, Prison
chiroprody			x			Prison
medical expenses			x			
barber/hairstylist			x			
hotel movies, games and other discretionary charges			x			
claims for room service			x			
media subscriptions			x			
telephone (except the reasonable additional costs of calls home when travelling)			x			Fire and Rescue Service
books			x			
Birthday/ Christmas/ Anniversary/ Leavers gifts			x			
IT equipment:						
laptops			x	x		
iPads			x	x		
mobile phones			x	x		
other devices			x	x		
hardware			x	x		
Professional subscriptions	x					Where allowable e.g. for trainees
Exams	x					Where allowable e.g. for trainees
Stationery	x	x		x		
Essential on-Island subsistence and expenses (other than flights and accommodation, for example meals/ coffees/ tea/ bus)	x	x				
Subsistence on-Island when at normal work base or pattern			x			
Mileage allowances	x	x				
Off-Island travel expenses	x	x				
Off-Island travel costs					x	
Missed meal breaks			x			States of Jersey Police
Office furniture			x	x		
Cutlery & Crockery			x	x		
Personal insurance			x			
Business Travel insurance					x	
Personal insurance			x			
Third party hospitality	x	x				
Fuel for company cars	x	x				
Relocation - please see the SoJ policy	x	x				
Tips (where not added to a bill)			x			
Eye tests/ glasses - please see the SoJ policy	x					
Incidental teaching and childcare resources needed at short notice	x	x				