

STAFF EXPENSES POLICY

1. Introduction

1.1 This policy applies to all employees of the council.

1.2 The policy provides a framework to show how an employee can claim and be reimbursed for reasonable and authorised expenses that are incurred during their normal course of work.

2. Expectations

2.1 Employees are expected to:

- Behave honestly, responsibly and within the guidelines of this policy
- Submit expenses claims within reasonable timescales, on approved forms and provide enough information to explain the need for the expense
- Keep all receipts and provide VAT receipts (where appropriate) to allow the council to reclaim the VAT

2.2 The council will:

- Check claimed expenses are authorised in line with this policy
- Approve and pay legitimate claims promptly

2.3 If an employee fails to comply with this policy, this may delay reimbursement or cause claims to be rejected. Persistent or deliberate non-compliance may result in disciplinary action.

3. Travel related claims

3.1 The council will follow the guidance of HM Revenue & Customs in setting travel related expense rates for the following:

- Private car mileage
- Additional passenger mileage in a private car
- Motorcycle mileage
- Bicycle mileage
- Rail or bus fare
- Parking
- Toll charges

3.2 Mileage claims should only be claimed for distances in excess of normal travel to work. You cannot claim mileage for normal travel between work and home.

3.3 The council will not, under any circumstances, reimburse employees for penalty fines incurred due to speeding, unsafe driving or any other motoring offence, or for parking fines.

3.4 The Council advises all employees to ensure the vehicle they use is roadworthy, taxed and has a MOT certificate (if required). Employees will be required to demonstrate to their line manager that they hold valid business use insurance for the vehicle. The Council will not accept any liability for any claim denied by an insurance company where these conditions have not been met.

4. Other expenses claims

4.1 The following expenses are acceptable and council employees will be reimbursed for:

- Overnight accommodation and sustenance where required for attendance at a work related event (where agreed in advance with the line manager)
- Professional membership fees (where relevant and agreed in advance with the line manager)
- Annual eye-testing fees (for employees who regularly use Visual Display Units (VDUs))

5. Claims process

5.1 Employees must fill out an approved expenses claim form promptly after incurring expenses (and no later than two months after the claim date), and submit to their line manager for approval. No individual claim to exceed £250.00

5.2 The line manager is responsible for checking the claim complies with this policy, and includes receipts (where applicable). Once satisfied, the line manager will sign the form, thereby authorising the payment to be made.

5.3 Payment will be made direct to the employee through payroll.

5.4 Any employee unsure whether a claim is likely to be acceptable is advised to speak to their line manager prior to incurring the expenses.