

Expenses Policy



Last updated: 29 April 2019

Department: Human Resources and OD

Author: Peta Newlin, Strategic HR Business Partner

Introduction

The Council acts with openness, honesty and responsibility. In line with this we operate a high trust model for expense claims.

Any expenses must be extra expenditure compared to your normal living costs and incurred in the course of your duties. The validity of claims is regularly checked in partnership with our external HR provider.

There is an onus on both the employee and manager to accurately record, review and claim for any expenses that are incurred. Fraud or dishonesty will not be tolerated and will be dealt with in line with our code of conduct.

This policy applies to all employees of the Council, except teachers and other staff employed in schools under the control of Governing Bodies. For the purposes of this policy, employees are as defined in section 230 of the Employment Rights Act 1996 or any substituting or amending legislation.

What can I claim for?

- Meals and accommodation when there is a requirement to stay overnight for business purposes
- Travel by public transport
- Taxis where there is no other option available
- Vehicle allowance when using your own transport
- Parking charges
- Professional subscriptions if essential for your current position
- Eye tests and spectacles/lenses
- DBS Update Service fee
- Telephone calls
- Congestion charge
- Training not covered by any other training provision offered by the Borough

What can't I claim for?

- Travelling costs from your house to your normal place(s) of work
- We expect you to provide your own meals, unless in the course of your work you have unavoidably incurred additional expenditure e.g. lunch with a service user, or you have been traveling away from the office for ten hours or more
- Alcohol
- Hotel room expenses e.g. minibar, films, newspapers, laundry, phone calls
- Additional late payment for the congestion charge or and penalty charges
- Parking or speeding fines
- Office supplies, such as tea, coffee, stationery, or gifts for employees
- No item of clothing other than that issued to uniformed officers should be supplied, irrespective of how it is obtained

Last updated: 29 April 2019

Department: Human Resources and OD

Author: Peta Newlin, Strategic HR Business Partner

Rates

These rates are intended to illustrate what the Council considers to be 'reasonable' and should be over and above your normal cost of living expenditure:

Type of Expense	Amount (£)	Conditions
Subsistence	£10.00	You undertake business travel for a continuous period of at least 10 hours and incur the cost of a meal or meals.
Subsistence when journey lasts beyond 8pm	£20.00	When the qualifying journey lasts beyond 8pm, a supplementary amount of £10 can be paid to cover the additional expenses necessarily incurred as a result of working late
Hotel	<ul style="list-style-type: none">• £100.00 for B&B outside the M25 or equivalent to a 3-star hotel• £145.00 for B&B inside the M25 or equivalent to a 3-star hotel	<p>Any hotel booking must be agreed in advance with your line manager. Any hotel costs above the agreed amount must be paid by the individual.</p> <p>Bookings for hotels can be made with a P-Card, in which case no expenses claim should be made</p>
Air/Rail	Standard Class	<p>Where possible journeys should be booked well in advance to benefit from any discounts for early booking.</p> <p>Rail cards or season tickets you already have should be used towards the cost of any journey taken on business where this is more economical.</p>

Last updated: 29 April 2019

Department: Human Resources and OD

Author: Peta Newlin, Strategic HR Business Partner

Car Mileage	<ul style="list-style-type: none"> Casual User Applicable to all staff who are not classed as Essential Users Essential User Applicable to staff who are classed as essential users due to their role. Users can claim a lump sum payment and the appropriate essential user mileage rate. <p>Refer to the HR Hub for current rates</p>	<p>It is essential that employees claiming:</p> <ul style="list-style-type: none"> hold a full UK driving licence ensure that the car is roadworthy and fully registered hold comprehensive motor insurance that provides for business use
Taxi	Cost of the journey	<p>Use of taxis may be allowed due to:</p> <ul style="list-style-type: none"> Urgency of the journey Reasons of personal safety Transporting heavy or bulky council equipment Working late <p>Prior approval should be obtained from your manager.</p> <p>If you are occasionally required to work after 9pm but those occasions are neither regular nor frequent and by the time you go home, either public transport between your place of work and home has ceased, or it would not be reasonable to expect you to use public transport, then reimbursement can be made.</p>
Professional Subscription	Cost of the subscription	<p>Your continued membership should be essential for your current position.</p> <p>Your professional body should be included in the list of HMRC approved organisations</p>

Last updated: 29 April 2019

Department: Human Resources and OD

Author: Peta Newlin, Strategic HR Business Partner

Eyesight test/DSE glasses	<ul style="list-style-type: none"> • £22.50 for eyesight test • £55.00 for DSE glasses/lenses 	Please refer to the Eye Test Form and Guidance
---------------------------	---	--

How Do I Claim?

Claims should be made once a month via the HR/Payroll system, and no later than three months after the expense has been incurred.

This policy should be read in conjunction with the [Expenses How To Claim & FAQs](#) document and [Eye Test Form/Policy](#).

Last updated: 29 April 2019

Department: Human Resources and OD

Author: Peta Newlin, Strategic HR Business Partner