



# Staff Members Expenses Policy

## Ilfracombe Town Council

### 1 Introduction

Ilfracombe Town Council recognises that no member of staff, paid or unpaid, should be placed at financial disadvantage as a result of using their private vehicle or paying for public transport to conduct Council related business.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's arrangements for claiming travel expenses.

This policy must be read in conjunction with individual employee's contracts of employment, which will state if there are any variances to this policy.

### 2 Scope

This policy applies to all employees of the Council with the exception of those whose terms and conditions of employment clearly state an alternative arrangement.

For clarity, this policy does not apply to casual workers of the Council who work on an *ad hoc* basis.

### 3 Travel expenses

All employees must seek specific prior approval from their line manager before committing to a journey and/or seeking expenditure which would result in them submitting a claim to the Council.

Line managers must ensure they give specific prior approval to their employees before they commit to a one off journey and/or other expenditure which would result in them submitting a claim to the Council.

Line managers must check all claims submitted to them for authorisation to decide whether or not the claim will be paid and ensure valid receipts are attached to it. Such checks will include cross checking against an employee's time worked and any other travel record e.g. mileage log book etc. A manager may only authorise legitimate and compliant claims. They must also check that the expense was justified and that the expense claim is accurate.

Travel expenses are costs associated with travelling for the purpose of conducting Ilfracombe Town Council related activities outside of a 15 mile radius only, for example, attending a meeting on behalf of the Council. Travel expenses within a 15 mile radius may be claimed in exceptional circumstances at the discretion of the line manager and must be reported back to the Staffing Committee.

Travel expenses can be claimed for use of the employee's private motor vehicle such as a car or motorbike and the Council must be provided with a copy of the employee's motor vehicle insurance as proof that the employee has suitable 'occasional business use' cover.

Travel expenses for use of the employee's private motor vehicle are reimbursed at a per mile rate.

The mileage calculation starts from the employee's normal place of work, as stated in the individual employee's contracts of employment, to the activity you are carrying out on behalf of the Council. For clarity, travel expenses are not claimable from home to place of work.

If an employee travelling on an approved duty uses a public car park they must buy a ticket. This cost can be claimed back and the ticket should be attached to the claim form whenever possible. The Council will not reimburse any excess charges.

Travel expenses for use of public transport are claimable for the full amount detailed on the relevant receipt/proof of payment being made, unless where an alternative arrangement has been agreed prior to the event, such as sharing public transport costs or training/qualifications. All public transport claims must be standard travel costs.

#### **4 Claiming Travel Expenses**

Travel expenses incurred by the employee must be submitted within 2 months of expenditure, via the available travel expenses form, to the line manager for approval before being paid.

The travel expenses claim form is available to all employees and kept updated with the mileage rates.

The travel expenses form must be fully completed to include a description of the journey and any receipts/proof of payment for public transport expenses before being passed to the line manager for authorising. Claims cannot be reimbursed where there is no receipt of proof of payment.

#### **5 Subsistence**

It should be noted that the practice of claiming subsistence is regarded as being the exception rather than the rule. Payments for subsistence will be paid at the discretion of the council subject to validity, recommended allowances and a receipt being produced.

#### **6 Implementing the Policy**

This policy starts from the date of adoption, therefore there will be no backdated reimbursements made of claims submitted prior to the adoption date.

Any employee found to be abusing the Council's Staff Members Expenses Policy will be dealt with in accordance with the Council's Disciplinary procedure and may be subject to disciplinary action.

Policy reviewed: 14/2/22

Adopted: 14/10/19

Next review: 14/2/24