



## **Idea Parish Council Staff Expenses Policy**

### **1. Introduction**

This policy applies to the Clerk/RFO of the council.

The policy provides a framework to show how the Clerk/RFO can claim and be reimbursed for reasonable and authorised expenses that are incurred during their normal course of work.

### **2. Expectations**

The Clerk/RFO is expected to:

Behave honestly, responsibly and within the guidelines of this policy

Submit expenses claims within reasonable timescales 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

The Council will:

Check claimed expenses are authorised in line with this policy

Approve and pay legitimate claims promptly

If the Clerk/RFO 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**

The council has followed the guidance of HM Revenue & Customs and National Joint Council in setting the following travel related expense rates:

Private car mileage – 65p per mile

Additional passenger mileage in a private car – 5p per mile per passenger

Rail or bus fare – reimbursement of cost (standard class) as shown on ticket

Parking – reimbursement of cost as shown on ticket (only where no free parking is available within reasonable walking distance)

Mileage claims should only be claimed for distances in excess of normal travel to work,

traveling to meetings is included. You cannot claim mileage for normal travel between work and home.

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

#### 4. Other expenses claims

The following expenses are acceptable and the Clerk/RFO will be reimbursed for:

Overnight accommodation and sustenance where required for attendance at a work related event

Professional membership fees

Annual eye-testing fees (for Clerk/RFO who regularly use Visual Display Units (VDU's))

Monthly room hire for storage/office £30

Administration costs such as ink cartridges, paper, stamps, etc if not paid on council charge card

Purchases on behalf of the council if in excess of the council's charge card limit or which had to be paid by the Clerk/RFO on their credit card

#### 5. Claims process

The Clerk/RFO must provide details promptly after incurring expenses (and no later than 3 months after the claim date) and submit to the council for approval.

The council is responsible for checking the claim complies with this policy and includes receipts (where applicable). Once satisfied, two bank signatories will sign the schedule of payments including the claim, thereby authorising the payment to be made.

Payment will be made direct to the employee not through payroll (unless required by HMRC for tax purposes) either by cheque or direct credit to their nominated bank account.

If the Clerk/RFO is unsure whether a claim is likely to be acceptable he/she is advised to speak to the Chairman prior to incurring the expenses.