

# Expenses

Adopted (7<sup>th</sup> November 2019) – Personnel Sub Committee – Minute 468 Employee Handbook

## What this policy covers

This outlines the Council's policy on the authorisation and reimbursement of business expenses incurred during the course of your employment.

The Council reserves the right to refuse to pay an expense claim if the expenditure is unreasonable or unnecessary, or if the appropriate documentation has not been provided.

Failure to follow this policy will constitute a disciplinary offence that will be managed in accordance with the Council's Disciplinary Procedure (detailed elsewhere in the Employee Handbook).

## Your entitlements and responsibilities

### The Council's responsibilities

The Council will reimburse you in respect of any expenses wholly, necessarily and reasonably incurred in the course of your work.

### Your responsibilities

You must use the most cost-effective transport methods and routes in conducting business.

You should ensure that all expense claims are made promptly, as directed by the Council.

### What can be claimed?

Set out below are details of the expenses that can be claimed. This list is not exhaustive.

### Travelling expenses

Travelling expenses will be paid to you when you need to travel on Council business to other locations, and this is generally limited to the cost of travel from the office to the destination and return. The Council will normally reimburse:

- standard-class rail fares
- business mileage in accordance with HM Revenue & Customs guidelines or as advised by the Council
- car-parking costs (but not parking fines or penalties) incurred whilst undertaking your duties for the Council
- air travel (the prior consent of your manager must have been obtained)
- taxi fares if no suitable public transport is available

### Accommodation and allowances

Overnight expenses should only be incurred when an overnight stay is unavoidable and prior permission has been obtained from your manager.

In certain circumstances, the Council will provide you with an overnight accommodation allowance. This allowance includes a set amount, to be determined in advance, for an evening meal, bed and breakfast. It does not include unreasonable expenses, such as use of the mini bar.

### Credit card

Council credit cards may be provided to certain members of staff, which are strictly for business use only. Council credit cards are not to be used for personal expenditure. The Council reserves the right to withdraw any credit card from you or to restrict your use of the credit card without giving notice or reasons.

If you are found to be using the Council credit card for personal use, this may be treated as a disciplinary offence and could lead to disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

### **Procedure**

Claims should be made on the appropriate claim form, and should include original receipts, in order for them to be authorised by your manager.

Claims for business mileage must be supported by a completed mileage record sheet, giving full details of the journeys involved and the reasons for them.

When your employment ends, for whatever reason, any Council credit card must be returned to the Council no later than on the final day of your employment.