



MEETING : LOCAL JOINT PANEL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : MONDAY 18 AUGUST, 2014
TIME : 10.00 AM

MEMBERS OF THE PANEL

EMPLOYER'S SIDE:

Councillors M Alexander, L Haysey (Chairman), A Jackson and J Thornton.

Substitutes:

Conservative

J Ranger.

Group of Independents

STAFF SIDE – UNISON (One Vacancy):

Ms F Brown, Mr S Ellis and Mr A Stevenson (Vice–Chairman).

Substitutes: S Gray and J Francis.

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting).

CONTACT OFFICER:
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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;
 - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes – 26 June 2014 (Pages 5 – 10).

To confirm the Minutes of the meeting held on 26 June 2014.

3. Chairman's Announcements

4. Declarations of Interest

To receive any Member's Declarations of Interest.

5. Report by Secretary to the Employer's Side

(A) Expenses Policy (Pages 11 – 32).

6. Report by Secretary to the Staff Side

7. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON THURSDAY 26 JUNE 2014,
AT 10.30 AM

PRESENT: **Employer's Side**

Councillors M Alexander, A Jackson, J Ranger
and J Thornton

Staff Side (UNISON)

Mr A Stevenson (Chairman)
Mr S Ellis

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Emma Freeman	- Head of People and Property Services

1 **ABSENCE MANAGEMENT POLICY**

The Secretary to the Employer's Side submitted a report on the Absence Management Policy which had been updated to reflect changes in legislation in terms of the Equality Act 2010 and best practice. The policy was linked with a number of the Council's health and safety and human resource policies and provided a definition of absence, disability absence and HR's responsibilities in managing attendance including recording absence.

The Secretary to the Employer's Side explained the new sickness absence trigger points, the detail of which was set out in the report now submitted.

Councillor J Ranger expressed concern regarding the need to report sickness by 10am if an employee fell ill

whilst on holiday. He commented that this might be extremely difficult to achieve in terms of time zone differences and suggested that reporting a sickness on the first day was a more reasonable approach. This was supported.

Councillor Ranger referred to paragraph 16.4 (fourth bullet point) stating that this should read “third meeting” rather than “second” and queried why a Final Written Warning would be necessary if the employee was progressing. The Secretary to the Employer’s Side acknowledged that there might be progress, but that the Final Written Warning would be kept on the file and may be used as a future “trigger”.

Councillor J Ranger suggested that in relation to the “Director Checklist for Termination” that the name “SERCO” be deleted from the 6th bullet point on the grounds that this may change. This was supported.

The Panel supported the report, as now amended.

RECOMMENDED – that the Policy, as set out in Essential Reference Paper “B” of the report submitted, and now amended, be approved.

2 DISCIPLINARY POLICY REVIEW

The Secretary to the Employer’s Side submitted a report following a review of the Council’s Disciplinary Policy, which had been last reviewed in 2009. The Secretary to the Employer’s Side explained that the policy had been updated in line with the Council’s Anti-Fraud and Anti-Corruption Strategy and best practice. Some types of misconduct had also been added (i.e. inappropriate use of social media and instant messenger systems).

In response to a query from Councillor J Ranger, the Secretary to the Employer’s Side provided clarification of paragraph 12.5.4 (Role of the Companion or Representative). Councillor A Jackson

suggested that the representative should either be certified by UNISON or from UNISON (Region). He suggested that the wording should be modified to reflect this. This was supported.

Councillor Ranger suggested that the last bullet point under 8 (Acts of Misconduct) should be amended by the inclusion of “deliberate sabotaging” as anyone could mistakenly introduce a virus into the system. This was supported.

In response to a query from Councillor A Jackson, the Secretary to the Employer’s Side explained the process involved in updating reports.

Councillor M Alexander referred to actions which might be gross misconduct including driving with an excess of penalty points. The Secretary to the Employer’s Side explained that this could be processed in terms of managing performance in that they would not be able to perform their role or through the disciplinary process.

The Panel supported the report, as now amended.

RECOMMENDED – that the Policy, as set out in Essential Reference Paper “B” of the report submitted, and now amended, be approved.

3 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

It was moved by Councillor A Jackson and seconded by Councillor M Alexander that Councillor L Haysey be appointed as Chairman for the civic year 2014/15.

After being put to the meeting and a vote taken, Councillor L Haysey was appointed Chairman of the Local Joint Panel for the civic year 2014/15.

It was moved by Councillor M Alexander and seconded by Councillor A Jackson that Andrew Stevenson (UNISON) be appointed Vice Chairman for the civic year

2014/15.

After being put to the meeting and a vote taken, Andrew Stevenson was appointed Vice-Chairman of the Local Joint Panel for the civic year 2014/15.

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

RESOLVED – that Councillor L Haysey and Andrew Stevenson (UNISON), be appointed Chairman and Vice-Chairman respectively, for the civic year 2014/15.

4 APOLOGIES

Apologies for absence were submitted on behalf of Councillor L Haysey and Fiona Brown (UNISON). It was noted that Councillor J Ranger was substituting on behalf of Councillor L Haysey.

5 MINUTES

RESOLVED – that the Minutes of the meeting held on 26 March 2014 be approved by the Chairman as a correct record and signed by the Chairman.

6 EXPENSES POLICY

The Secretary to the Employer's Side explained that there had recently been a grievance which had subsequently resulted in the Investigating Officer making a number of recommendations to the Expenses Policy report in relation to "exceptional circumstances classification for essential" car users and the need for this to be more clearly defined. The Secretary to the Employer's Side requested that, in the circumstances, the report be withdrawn.

Councillor A Jackson and J Ranger felt that the "essence" of the policy had not changed and suggested that the report be recommended for approval by the Local Joint

Panel with Human Resources making any further amendments as necessary.

The Panel Vice-Chairman stated that the Secretary to the Employer’s Side needed an opportunity to consult further on the proposed changes (including with UNISON).

The Panel agreed to withdraw the report and asked that an additional meeting of the Local Joint Panel be arranged in August 2014 to consider the matter.

RESOLVED – that (A) the report be withdrawn;
and

(B) an additional meeting of the Local Joint Panel be convened to reconsider the matter.

The meeting closed at 11.10 am

Chairman
Date

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EAST HERTS COUNCIL

LOCAL JOINT PANEL – 18 AUGUST 2014

HUMAN RESOURCES COMMITTEE – 18 AUGUST 2014

REPORT BY HEAD OF PEOPLE AND PROPERTY SERVICES

EXPENSES POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report:

To approve the proposed key changes on the revised Expenses policy which have been requested by Human Resources Committee.

<u>RECOMMENDATION FOR LOCAL JOINT PANEL: That:</u>	
(A)	The revised Expenses Policy be supported.
<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE: That:</u>	
(A)	The revised Expenses Policy be approved.

1.0 Background

- 1.1 The Council's Expenses Policy was last reviewed in 2010. The Council's programme of policy review is after three years or sooner in line with legislation and best practice.
- 1.2 Human Resources Committee agreed on 2 October 2013 that, as part of the Policy Development plan, the mileage rates would be reviewed.
- 1.3 The revised Expenses Policy was brought to Local Joint Panel on 3 December 2013. It was agreed that the Expenses Policy be submitted to Human Resources Committee, subject to both sides resolving any anomalies in advance of that meeting. In the event that issues not be resolved, then the policy be referred back to the Local Joint Panel for further consideration. It was agreed following that decision that further consultation was advisable both with Heads of Service and Unison before resubmission. That

consultation has now been completed.

- 1.4 The Expenses Policy was submitted to the local Joint Panel on 26 June 2014. The Secretary to the Employer's Side asked for the report to be pulled from the agenda, to allow for the policy to be amended following recommendations made from the Hearing Officer on a local grievance regarding car mileage.
- 1.5 In September 2013 the Local Government Employers, advised that half of the Councils nationally have moved to HMRC rates. With the Eastern region, a benchmarking survey on 1 October 2013 indicated that 19 out of 29 Councils have reimbursed business mileage in line with HMRC approved rates. Members of East Herts are currently reimbursed on HMRC rates.
- 1.6 The Lease car scheme formally closed on 17 January 2014; therefore the lease car rates have become redundant.

2.0 Report

2.1 **Key Changes in the policy**

- 2.2 The policy has been revised to change the mileage rates from Essential and Casual User rates to HMRC rates for all claimants.
- 2.3 The policy has been revised to remove the separation of 'In District' and 'Out of District' mileage. The claiming of Out of District mileage on the whole is historic, and many Councils no longer use this.
- 2.4 The process for High and Low Car Users has been expanded and the Exceptional Circumstances criteria has been clarified.
- 2.5 The subsistence rates have been increased in accordance with guidance from East of England LGA and are now determined by local agreement.
- 2.6 Guidance has been included on interview expenses, travel by public transport and air travel.
- 2.7 The definition of Essential and Casual car users have been changed to High and Low Car users.
- 2.8 The revised Expenses Policy can be found at **Essential Reference Paper 'B'**.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None.

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS:

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	<i>People – Fair and accessible services for those that use them and opportunities for everyone to contribute.</i> This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.
Consultation:	Heads of Service and Unison have been consulted on the revised policy.
Legal:	None.
Financial:	None.
Human Resource:	As detailed in the policy.
Risk Management:	None.
Health and wellbeing – issues and impacts:	None.

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East Herts Council

Expenses Policy

Policy Statement No 40 (Issue No 2)

August 2014

DRAFT

Contents

1.0	Introduction	3
2.0	Scope	3
3.0	Car Expenses	3
4.0	Motor Cycle Expenses	4
5.0	Bicycle Expenses	4
6.0	Guidelines for claiming expenses	4
7.0	Passenger Rates	<u>5</u>
8.0	Expenses	6
9.0	Car Parking Charges	6
10.0	Air Travel	7
11.0	Subsistence	7
12.0	Accommodation	7
13.0	Petty Cash	7
14.0	Recruitment	7
15.0	Guidelines for claiming expenses	8
16.0	Promptness for Claims	8
APPENDIX A		9
APPENDIX B		10/11
APPENDIX C		12
APPENDIX D		13
APPENDIX E		14
APPENDIX F		15

1.0 Introduction

- 1.1 East Herts Council must ensure that the reimbursement of expenses is carried out in a fair and consistent manner across the Authority, based on business need.
- 1.2 Under the current Green Book agreement, expenses are developed locally and can be changed on a local basis.

2.0 Scope

- 2.1 The reimbursement of expenses applies to all East Herts Employees, and Chief Officers.

3.0 Car Expenses

- 3.1 All employees who are required to travel by car for business purposes must hold a full current driving licence and insurance covering business use at all times. All managers are required to check these documents annually and retain and record dates of check.

3.2 High Car Users

Any employee who completes over the current criteria of business miles of 2,000 per annum (pro rata for part-time employees), is entitled to the High Car User allowance (pro rata).

The High Car User annual lump sum allowance is payable monthly, which is subject to tax and National Insurance contributions.

Please refer to Appendix A for current mileage rates and lump sum allowance.

3.3 Low Car Users

Any employee who needs to use their car on council business to perform their role but is not designated a High Car User, is classified as a Low Car User. The Low Car User mileage rate includes compensation for wear and tear of the vehicle.

Please refer to Appendix A for current mileage rates.

3.4 Car User Allocation Process

Business mileage for all posts will be reviewed annually in December.

Any employee not meeting the 2,000 miles per annum target may submit a business case against the decision if they meet the Exceptional Circumstances criteria.

The business case should be in writing stating why they did not meet the 2,000 miles target detailing the exceptional circumstances that they believe apply.

The Exceptional Circumstances that can be considered are:

- Secondment (short term 1-3 months in the year)
- Long term sickness absence (28 calendar days or more in the year)
- Special mobility issues
- Project/adhoc special work (where the employee has not carried out their normal duties for at least one month of the year and therefore this has affected regular travel)

The business case and reasons for exceptional circumstances must be supported by their line manager and approved by the Head of Service before the business case is submitted to the Head of People and Property Services.

The Head of People and Property Services will review each business case taking into consideration whether the exceptional circumstances criteria is met.

If the exceptional circumstances criteria is met, the employee's average monthly mileage will be used for the year and multiplied by 12 to determine whether the employee would have reached the 2000 miles threshold and therefore should receive the High Car User allowance for the year.

The employee will be notified of the decision within 10 working days of the business case submission.

3.1.4 Implementation dates for User allowances

In the event that an employee receiving a High Car User allowance fails to meet the criteria, the allowance will cease on 31st March. The employee will revert to a Low Car User.

Three months notice in writing will be given to cease High Car User allowance payments.

In the event of a Low Car User reaching the 2,000 miles criteria or successfully justifying exceptional circumstances, they will become a High Car User from the 1 April that year.

4.0 Motorcycle Expenses

4.1 Any Employee who uses a Motorcycle for travel on Council business will be entitled to reimbursement.

4.2 Please refer to Appendix A for current mileage rates

5.0 Bicycle Expenses

5.1 Any Employee who uses a Bicycle for travel on Council business will be entitled to reimbursement.

5.2 Please refer to Appendix A for current mileage rates

6.0 Guidelines for claiming mileage

6.1 A Car Mileage claim form can be found on the intranet under Payroll forms. Employees are encouraged to complete the forms electronically to ensure clear and correct calculations are submitted.

6.2 Home to normal place of work

Employees can claim for business journeys made in the performance of their duties but NOT journeys which are ordinary commuting or private travel. This also applies to home workers, for guidance see 15.2 of the Home Working Policy.

‘Ordinary commuting or private travel’ does not include additional journeys from home to normal place of work and back where those journeys would not have been expected to have been made. For example callouts on a non-working day or requiring a repeat journey on a work day will be payable. However, payments in these cases will be subject to tax and national insurance.

6.3 Home to temporary place of work

Mileage to a temporary workplace can be claimed LESS ordinary home to workplace mileage. Examples of this as follows:

- If the workplace is Wallfields and home is Cheshunt and an employee travels from home to Buntingford and return on a

business journey which is 19 miles but the normal return journey from home to Wallfields is 18 miles an employee can only claim the difference of 1 mile.

- If the normal workplace is The Causeway and home is Saffron Walden and an employee travels from home to Hertford and return on a business journey which is 56 miles but the normal return journey from home to The Causeway is 24 miles an employee can only claim the difference of 32 miles.

If the journey is less than the normal home to permanent workplace then no claim is permitted.

Where the home to temporary place of work is additional to normal commuting this will be paid without deduction. For example where the journey is a call out on a non-working day or is a call out after reaching home at the end of the working day.

As a general rule reimbursement should only be for 'out of pocket' expenses.

7.0 Passenger Rates

7.1 If an employee carries any other East Herts employee (this includes Members) on council business journeys they may claim an amount per passenger per mile. Please refer to Appendix A for current rates.

7.2 All travel claims should be made using East Herts Car Mileage form which can be found on the intranet under Payroll Forms. All fields should be completed with relevant details and signed by the immediate authorising officer.

7.3 Employees must comply and satisfy the conditions stated on the claim form with a roadworthy vehicle meeting the insurance requirement.

7.4 Details of journeys on the reverse of the form are as follows:

Date	=	Date of journey
From	=	Start location
To	=	End location
Purpose of journey	=	Reason for the journey
Start Meter reading	=	Record your start meter reading
Finish Meter reading	=	Record your finish meter reading
Total	=	Total business miles claimed

Passenger = Name of passengers

7.5 All claims require an original fuel VAT receipt that pre dates the journey must be stapled to the back of the claim. Claims received without the appropriate VAT receipts will be returned for clarification and may delay payment.

8.0 Expenses

8.1 Travel by public transport

A Rail Warrant Application Form should be completed and authorised prior to travel which is exchanged for a ticket at the station. Blank forms can be found on the intranet and attached as Appendix F.

If a rail warrant has not been obtained an employee may still claim for any travel expense incurred on Council business. Claims can be reimbursed for standard class train fares, London Underground, and bus fares. All claims must be supported by valid receipts stapled to the back of the claim form.

8.2 Managers should ensure that the most cost-effective method of public transport is used.

8.3 Taxi fares can only be claimed for in exceptional circumstances where no other form of travel is reasonably available. All claims must be supported by valid receipts stapled to the back of the claim form.

9.0 Car parking charges

9.1 Car parking charges incurred on Council business will be reimbursed. Receipts must be attached. Car parking charges will not be paid for East Herts office locations where free car parking is available.

10.0 Air travel

10.1 Air travel can only be reimbursed in exceptional circumstances subject to Directors approval; where no other form of travel is reasonably available. Economy class fare only is allowed, using the most cost effective airline and supported by proof of 3 quotations. All claims must be supported by valid receipts stapled to the back of the claim form.

11.0 Subsistence

11.1 Employees can claim reimbursement only for the additional expense incurred for meals taken whilst on official Council business away from their normal base. The local agreement on subsistence rates and meal times is detailed in Appendix 'C'.

12.0 Accommodation

12.1 If an employee stays away from home on business; accommodation and meals if not included in the hotel costs or conference fees can be reimbursed. The local agreement on subsistence rates is detailed in Appendix 'C'.

13.0 Petty Cash

13.1 Only unavoidable and minor purchases should be made through petty cash with a limit of £25 (inclusive of VAT). Blank forms can be found on the intranet under Payroll forms and attached as Appendix 'E'. Receipts must be stapled to the back as proof of purchase.

Note: Expenses as detailed in this policy may not be reimbursed from Petty cash.

14.0 Recruitment

14.1 In accordance with the Recruitment Policy candidates who attend an interview with the Council can claim travel expenses in accordance with the following guidelines.

14.2 Car mileage can be claimed at the HMRC rate (as detailed in Appendix A) if the distance of travel from home (UK) to place of interview exceeds the minimum qualifying distance of 20 miles round trip. Only the mileage over 20 miles can be claimed. A claim form should be completed and fuel VAT receipt attached.

14.3 Candidates who choose to travel by train can claim a standard class train fare. A claim form should be completed and receipt attached.

14.4 The Council does not cover air travel or overnight accommodation costs.

14.5 Interview expenses will be paid by the recruiting service. Claims must be submitted within three months of the date of the interview.

15.0 Guidelines for claiming expenses

- 15.1 Employees may claim for reimbursement of expenses incurred on Council business supported by receipts. Blank expenses claim forms can be found on the intranet see Appendix 'D'.
- 15.2 Home workers should refer to the Home Working Policy in relation to claiming expenses.
- 15.3 Travel & Parking, Subsistence, Accommodation and Miscellaneous - Claim forms should be fully completed and supporting receipts should be stapled to the back of each form.
- 15.4 All claim forms must be signed by the employee and authorised by the immediate authorising officer and sent to Payroll for processing by the 6th of the month.

16.0 Promptness for claims

- 16.1 As stated in the Financial Regulations, certified claims will be forwarded to the Payroll Section within five working days following the end of the month to which the claim relates.
- 16.2 All the above allowances should be claimed in arrears and submitted monthly where possible. Claims exceeding three calendar months will not be paid.
- 16.3 Payroll will only process claims that are fully completed, properly authorised and supported where applicable with receipts. Incomplete forms will be returned to the claimant.

17.0 Policy Review and Amendment

- 17.1 This Policy shall be reviewed after three years or sooner in line with legislation and best practice.



Current HMRC Approved Mileage Rates

High Car User Rates	
Lump sum per annum (Monthly payment pro rata)	£846
Car Mileage	
HMRC Rates	
Per mile - first 10,000 business miles per annum	45p
Per mile - after 10,000 business miles per annum	25p
Amount of VAT per mile in Petrol element	1.5670p

Motorcycle Rates
24p per business mile

Bicycle Rate
20p per business mile

Passenger Rate
5p per passenger per mile



CAR MILEAGE CLAIM FORM

Please complete all sections; failure to do so may delay payment. Please ensure completed forms are received by Payroll by the 6th of the month and valid VAT receipts are attached to the back of this form.

Employee Details

Name: _____ Payroll No: _____

Claim Period: _____ Date Submitted: _____

Petrol: Diesel: Car Registration: _____

Make & Model: _____

Claim Details

Total Business Mileage claimed:

Business mileage claimed excluding normal home to office miles.

Total Business Mileage with Passengers:

East Herts Council employees and Members only (exclusive of driver).

Arithmetic check:

Initial by a team member

I certify that

- I held a full and current UK driving licence throughout the period claimed. I am not disqualified and no prosecutions are pending. I have no medical conditions that prevent me from driving.
- My motor insurance policy is extended to include business use. (Your policy must indemnify the council against third party claims whilst training on business, which may include attending courses, and working at or visiting another site. If transporting goods, your Insurer may require separate notification).
- My vehicle is roadworthy. If over three years old, it is covered by a valid MOT certificate.
- My vehicle has a valid road fund licence.
- The mileage shown below (as detailed overleaf) was run on approved Council business in accordance with the conditions laid down by the NJC and the rules of East Herts Council.

Managers must check insurance certificates, driving licences and MOT certificates at least annually; retain and record dates of checks.

Signed: _____
(Employee)

Date: _____

Signed: _____
(Authorised Officer)

Date: _____

Print Name: _____

(Authorised Officer)



APPENDIX B

You are not permitted to claim for home to office mileage unless advised as per the Expenses Policy.

Please ensure that a VAT receipt(s) for road fuel is attached that will cover the journeys claimed. The VAT receipt must pre-date the journey date. A till receipt will not be sufficient. All receipts should be stapled to this side of the form.

Authorised Officers must verify that the mileage claimed is for legitimate journeys taken for the purpose of carrying out duties for East Herts Council.

Date	Journey Details		Purpose of Journey	Claim Home to Office	No. Passengers	Meter Readings		Mileage Claimed
	From	To				Start	Finish	
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
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				<input type="checkbox"/>				
				<input type="checkbox"/>				
TOTAL miles claimed for this month								
Please state the name(s) or the passenger(s) you have claimed for & date(s) of journey(s):								



SUBSISTENCE RATES

The maximum claim for meals is as follows:

Breakfast	Before 7am	£7.21
Lunch	Between 12 noon & 2.30pm	£9.95
Tea	Between 2.30pm & 7pm	£3.94
Evening Meal	After 7pm	£12.33

Evening meal allowance cannot be claimed with a tea allowance.

All claims must be supported by a valid VAT receipt stapled to the back of the claim form.



EXPENSES CLAIM FORM

Please refer to the Expenses Policy for guidance notes. Completed forms must be received by payroll by the 6th of the month. Please attach all receipts to the back of this form.

Personal Details			
Name: _____	Payroll No: _____		
Team: _____	Date: _____		

Travel & Parking Details

Date	Purpose	Time Away From : To	Cost Incurred
Total: (326)			

Subsistence Details

Date	Breakfast (Before 7am)	Lunch (Between 12 & 2:30pm)	Tea (Between 2:30 & 7pm)	Evening Meal (After 7pm)	Cost Incurred
Total: (327)					

Accommodation Details

Date	Purpose (Cost centre override if applicable)	Cost Incurred
Total: (327)		

Miscellaneous Details

Date	Item (Cost centre override is applicable)	Cost Incurred
Total: (335)		

I declare that I have necessarily incurred additional expenditure on travel and/or subsistence for the above purpose and that the amounts claimed are in accordance with the rates and conditions as set out in the Expenses Policy. All supporting receipts are genuine and are stapled to the back of this form.

Signed: _____ **Date:** _____
Signed: _____ **(Authorised Officer)**
Print Name: _____ **(Authorised Officer)**



PETTY CASH CLAIM FORM

Please refer to the expenses policy for guidance on how to claim.

Name:

Department:

Quantity	Item Description	Unit Cost		Total Cost	
		£	.	£	.
Total				£	

Expenditure Code	Amount	
	£	.
/		
/		
/		
/		
/		
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/		
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/		
/		

Voucher No: PC

Date: _____

Claim prepared by: _____

Print: _____

Claim certified by: _____

Print: _____

Cash received by: _____

Print: _____

Coding checked: _____

Print: _____

Audit checked: _____

**APPLICATION FOR RAIL TRAVEL
WARRANT**

To be completed by employee

<u>Applicant Details</u>	
Name: _____	Department: _____
Site: _____	Cost code: _____

<u>Journey Details</u>	
Starting From: _____	
Destination: _____	
Via: _____	
Start date & time: Date: _____	Time: _____ ...
Return date & time: Date: _____	Time: _____ ...
Reason for travel: _____	

Signed: _____	Date: _____
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To be completed by authorised signatory

The above application has been approved for the purpose stated	
Signed: _____	Date: _____
Name: _____	Director

To be completed by the issuing officer

Warrant number: _____
Date of Issue: _____
Warrant type: _____
Issued by: _____