



# **East Herts Council**

## **Expenses Policy**

**Policy Statement No 40 (Issue No 2)**

**NOVEMBER 2013**

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## **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
- Car expenses
  - Motorcycle Mileage
  - Bicycle Mileage
  - Fares (including rail, tube, parking, taxi, air)
  - Subsistence
  - Accommodation
  - Travel
  - Petty Cash

## **3.0 Car expenses**

- 3.0.1 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.

### **3.1 Essential car users**

Any employee who completes over the current criteria of business miles of 2,000 per annum (pro rata for part-time employees with the lump sum allowance being pro rated on the basis of annual hours worked), is given the essential car users allowance. The number of business miles may be varied annually as part of the criteria for essential car users allowance.

In exceptional circumstances, staff travelling less than the current agreed miles per annum may be offered an essential user allowance

where it can be shown to be the only means of meeting unavoidable travel needs. Miles and allowances are reviewed annually.

- 3.1.2. The essential annual lump sum allowance is payable monthly, which is subject to tax and National Insurance contributions.
- 3.1.3 Please refer to Appendix A for current mileage rates and lump sum allowances.
- 3.1.4 Business mileage for all posts will be reviewed annually in December. In the event that an employee receiving essential user car allowance fails to meet the criteria, the allowance will be terminated, with payments ending 31<sup>st</sup> March.
- 3.1.5 Three months notice in writing will be given to cease essential user car allowance payments.

## **3.2 Lease Scheme**

- 3.2.1 The current lease scheme will be formally closed with effect from 17 January 2014.

## **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. This is in Appendix B.

## 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 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 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 wherever possible. Car parking charges will not be paid for East Herts office locations where free car parking is available e.g. Charringtons and Wallfields.
- 10.0 Air travel**
- 10.1 Air travel can only be reimbursed in exceptional circumstances subject to Director 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 Miscellaneous**

### **13.1 Petty cash**

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 More guidelines for claiming expenses**

14.1 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'. Refer to the Home Working Policy in relation to what expenses are covered for home workers.

14.1.2 Travel & Parking, Claim forms should be fully completed and supporting receipts should be stapled to the back of each form.

14.1.3 Subsistence, claim forms should be fully completed and supporting receipts should be stapled to the back of each form.

14.1.4 Accommodation, claim forms should be fully completed and supporting receipts should be stapled to the back of each form. A cost centre should be indicated for any necessary overrides.

14.1.5 Miscellaneous, claim forms should be fully completed and supporting receipts should be stapled to the back of each form

14.2 All claim forms must be signed by the employee and authorised by the immediate authorising officer and sent to Payroll for processing by the 6<sup>th</sup> of the month.

## **15.0 Promptness for claims**

15.1 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.



15.2 All the above allowances should be claimed in arrears and submitted monthly where possible. Claims exceeding three calendar months will not be paid.

15.3 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.

## **16.0 Policy Review and Amendment**

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

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**Current HMRC Approved Mileage Rates**

<b>Essential User Rates</b>	<b>Up to - 999cc</b>	<b>1000 - 1199cc</b>	<b>1200 &amp; Above</b>
Lump sum per annum (Monthly payment pro rata)	£846 (£70.50)	£963 (£80.25)	£1,239 (£103.25)
<b>Car Mileage</b>	<b>HMRC Rates</b>		
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		

<b>Motorcycle Rates</b>
24p per business mile

<b>Bicycle Rate</b>
20p per business mile

<b>Passenger Rate</b>
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: <input type="checkbox"/> Diesel: <input type="checkbox"/>	Car Registration: _____
Make & Model: _____	Approved CO2 Emission (g/km): _____

### **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)





## 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.

<b>Personal Details</b>	
Name: _____	Payroll No: _____
Team: _____	Date: _____

**Travel & Parking Details**

Date	Purpose	Time Away From : To	Cost Incurred
<b>Total: (326)</b>			

**Subsistence Details**

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

**Accommodation Details**

Date	Purpose (Cost centre override if applicable)	Cost Incurred
<b>Total: (327)</b>		

**Miscellaneous Details**

Date	Item (Cost centre override is applicable)	Cost Incurred
<b>Total: (335)</b>		

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	
		£	.	£	.
<b>Total</b>				<b>£</b>	

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

**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**

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

<b><u>Journey Details</u></b>	
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:	_____