

Swaffham Town Council

STAFF TRAVEL & EXPENSES POLICY

Aim

The Council will reimburse all reasonable business expenses, after they are approved, in part or in full as the case may be.

The policy outlines how the Council will reimburse employees for approved work-related expenses.

Scope

This policy applies to all employees that need to spend money for work-related activities.

Expenses include:

- **Travel Expenses** - travel expenses include any kind of transportation (car, bus, train, air)
- **Accommodation** – overnight accommodation and associated subsistence
- **Subsistence** – breakfast, lunch, evening meal wen away from home on Council business
- **Legal document expenses** (e.g. Visa)
- **Necessary medical expenses** (e.g. vaccinations)
- **Local transportation during trips** (e.g. taxi fares, rental cars etc.)
- **Other minor expenses** (e.g. stationery, groceries, business material)

Non-reimbursable expenses

The Council will not reimburse the following:

- Expenses incurred by spouses or other non-employees who accompany employees on their travels
- Un-authorized service upgrade (e.g. business class or hotel rooms)
- Personal purchases (gifts, clothes etc.)
- Lost personal property (e.g. luggage)

This list is not exhaustive

Procedure

- Prior approval of any staff expenditure is required from the Town Clerk/Deputy Clerk before any purchase/arrangements are made. Petty Cash expenditure requires a Purchase Order no, obtained from the Deputy Clerk.
- Copies of all bills and receipts are required as proof of expense before any reimbursement can be considered.
- Petty Cash expenses – milk, stamps, small stationery, oil etc
 - A Purchase Order is required by the Town Clerk/Deputy Clerk
 - Reimbursement will be made immediately from Petty Cash upon receipt of receipts
- Other expenses – travel, accommodation etc
 - Employee must complete a Staff Expenses Claim Form and present it, along with any necessary receipts to the Town Clerk.
 - Payment will be made via the monthly salary payroll.

Expenses Allowances:

Motor Mileage Rate

<u>Vehicle</u>	<u>Rate per mile</u>
Motorcar	65 pence (N.B. Over 45p per mile is taxable)
Passenger	5 pence
Motorcycle	24 pence
Bicycle	20 pence

Train, Taxi & Parking

All train and taxi fares can be reimbursed at cost, subsequent to receipts being produced to the Town Clerk.

Similarly Car Parking fees can be reimbursed at cost in order to best achieve the cheapest mode of transport.

N.B. The Council are only duty bound to reimburse the cost of the cheapest mode of transport, if subsequent comparisons are made. If a more expensive option is taken, then a contribution towards the cost can be made up to the amount of the cheaper option available, providing receipts are produced to the Town Clerk.

Subsistence

The maximum subsistence expenses that will be reimbursed are the lower of actual cost of the following:

£6.88 - Breakfast allowance [more than 4 hours away from normal place of residence when the journey commences before 7.30am].

£9.50 - Lunch allowance [more than 4 hours away from normal place of residence including lunchtime between 12 & 2pm].

£11.77 - Evening meal allowance [more than 4 hours away from normal place of residence ending after 7pm]