



INGLEBY BARWICK TOWN COUNCIL

EXPENSES POLICY - EMPLOYEES

1.0 INTRODUCTION

- 1.1 It is the policy of Ingleby Barwick Town Council to reimburse its employees for expenses incurred in performing the duties required by the Council, such as travelling on Council business, or attending meetings or training providing the expenditure has been authorised, receipted and certified in accordance with this policy. Only those activities previously authorised by the Council may be claimed for.

2.0 AUTHORISED DUTIES

- 2.1 Expenses will normally be considered for the following activities:
- Travel outside the parish of Ingleby Barwick
 - Associated travel costs
 - Subsistence
 - Accommodation

3.0 TRAVEL

- 3.1 Employees should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.
- 3.2 Travel by car will be reimbursed at current NJC rates and reasonable parking costs will be met.
- 3.3 Public transport is preferred where practical and cost-effective, in consideration of environmental issues.
- 3.4 All rail travel should be by the cheapest standard class fare available. Whenever possible, tickets should be booked in advance to take advantage of discounted fares.
- 3.5 Taxis should only be used when essential, i.e. no other means of transport is available.
- 3.6 Where an employee uses their own vehicle they should ensure that the vehicle is in good working order, have a valid MOT certificate, is fully insured and taxed.

4.0 SUBSISTENCE

- 4.1 An employee may claim for the costs of meals and beverages reasonably purchased when travelling for more than 4 hours on Council business.
- 4.2 Personal incidental expenses may not be claimed.

5.0 EYE TESTS AND SPECTACLES

- 5.1 The council recognises its responsibility under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002).
- 5.2 Subject to the clauses below the Council will contribute to the cost of an eye test for any employees that use display screen (computer monitor) equipment for a significant part of their working day.

- 5.3 Subject to the clause below the Town Council will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician.
- 5.4 The Council will only contribute towards the cost of an eye test once in any twelve-month period.
- 5.5 If an eye test reveals that spectacles are required exclusively for VDU work the Council will contribute £50 towards the cost of basic spectacles. This policy does not apply to contact lenses. The Council will not contribute towards the cost of spectacles with any element of everyday use, in other words, the spectacles must be exclusively for use at work.

6.0 PROCEDURE

- 6.1 All expense claims must be made on the official claim form, with receipts attached, as appropriate. Claim forms are available from the Town Council's office.
NB: All receipts should be originals.
- 6.2 It is important employees keep full records of expenses claimed and the reasons the expenses were incurred, so that they can provide appropriate evidence, if requested, to HMRC. In respect of car travel, employees should keep a log showing where journeys commenced and ceased, and the number of miles travelled.
- 6.3 The completed and signed form, with receipts attached should be given to the clerk/RFO for processing.
- 6.4 The Clerk (or Chairman if it is a claim by the Clerk) will scrutinise all claims submitted. If satisfied the claim is allowable, it will be approved and paid.
- 6.5 If the employee fails to submit a claim for a particular item at the time of the expenditure, and instead claims it later, the Council may, at the discretion of the Clerk/Chairman, refuse to reimburse the expenditure.

7.0 REIMBURSEMENT

- 7.1 Expense claims are normally paid in the month following the expenditure having been incurred, unless circumstances require payment sooner. e.g. A high mileage claim for attending a national conference.

8.0 MISCELLANEOUS EXPENSES

- 8.1 There may be other incidental expenses incurred by employees that are not covered by these rules, such as telephone calls etc, which would then prompt a discussion with the Clerk or Chairman. All cases of doubt should be referred promptly to the Clerk or Chairman prior to incurring the expense.

9.0 ABUSE OF THIS POLICY

- 9.1 Any abuse in the application of this policy by employees will be dealt with in accordance with the Council's Disciplinary Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.
- 9.2 Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct.
- 9.3 'Falsification' includes the failure to pass on any discount obtained in the course of incurring the expense.

Adopted: 12 September 2018