

Frome Town Council Constitution

Chapter 4b Staff Expenses Policy

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This policy is an appendix to the Staff Handbook (Chapter 4 of the Council Constitution) and should be read in conjunction with the Staff Handbook.

1. General policy

- 1.1. Frome Town Council will reimburse staff for reasonable expenses incurred in connection with Council business.
- 1.2. Claims should be submitted to your line manager as soon as possible after they are incurred using the forms in Appendices 1 and 2.
- 1.3. It is the line manager's responsibility check that claims are legitimate and supported by a receipt. They then approve them and forward them to the finance department for payment and filing for audit purposes.
- 1.4. If a receipt cannot be provided for an otherwise legitimate expense, this should be highlighted and approved by the line manager

2. Vocational training

- 2.1. Where agreement is given to requests for vocational training, expense support will be provided according to the appropriate category:

Category	Description	Support provided
A	Undertaking relevant vocational training which is a requirement of the post	<ul style="list-style-type: none"> • Full payment of course fees • Travelling and subsistence expenses • Paid time off during the working week to attend training and for reasonable personal study days
B	Undertaking training that is not a requirement of the post	<ul style="list-style-type: none"> • Will be considered on a case by case basis

3. Travel

- 3.1. Travelling expenses for attendance at meetings, courses, conferences and training will be paid in accordance with the hierarchical scheme below:
 - 3.1.1. Whenever possible, walk or cycle to your destination.
 - 3.1.2. If walking or cycling is not reasonable, you should use public transport. Any train travel should always be in standard class and you should book their journeys sufficiently in advance to obtain the best possible prices.
 - 3.1.3. If public transport is not available or reasonable, you should use the Co-Wheels hire car.
 - 3.1.4. As a last resort, you may use your own car. In this case, it is your responsibility to ensure the vehicle is in good working order, fully insured for business use, taxed and MOT'd.
 - 3.1.4.1. Mileage rates are as detailed on the travel claim form in Appendix 2 and do not need to be receipted. However, evidence should be provided of the distance travelled, e.g. in the form of a route planner.

- 3.1.4.2. Parking fines or penalties will not be reimbursed
- 3.1.4.3. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.
- 3.1.5. Taxi travel is to be used only when strictly necessary and where it is cost effective to do so. Fares can be claimed if reasonable and supported by receipt(s).

4. Overnight accommodation

- 4.1. For attendance at approved courses, conferences and training, accommodation expenses will be paid.
- 4.2. Accommodation should be booked in advance at the best possible rates.
- 4.3. You should consider the location of the hotel with regards to the cost of transportation and the time required to travel to and from the hotel.

5. Subsistence

- 5.1. Staff can claim subsistence if their duties prevent them from following their normal meal arrangements and supported by receipts.
- 5.2. Claiming subsistence will normally apply when costs are incurred out of town and in Frome only in exceptional circumstances.

Appendix 1. Frome Town Council staff expenses claim form

Name
Address

Receipt No.	Date	Brief description of expenses	Purpose of expenses	Claim		VAT (for office use only)		For office use only	
			Total amount claimed						

Signed:	Date:
Authorised:	Date:

NOTE: Attach all receipts/bills to this claim form. No claim will be paid without proof of purchase.

Appendix 2. Frome Town Council staff travel claim form

Name
Address
Vehicle make and model (if applicable)
Vehicle registration number

Date	Details of journey (starting and finishing points)	Purpose of travel	Train details and type of ticket	Total miles by car	Rate per mile*	Claim	
					45p	£	p
						£	p
						£	p
				£			p

I hereby confirm that I have undertaken the journey(s) detailed above on behalf of Frome Town Council:

Signed:	Date:
Authorised:	Date:

* When using a personal car, the traditional **HMRC Approved Mileage Allowance Payments (AMAP)** rate of 45p per mile (25p per mile for >10,000 miles per annum) is applied, which considers maintenance costs for the employee's vehicle.