

Agenda item 7

For decision – approval of the Staff Expenses Policy

Author: Hannah Paniccia, Assistant Finance Officer

There have been minimal changes to the Staff expenses policy. [These are highlighted as track changes in the policy which can be viewed on the website here.](#)

We have added the flat rate for subsistence set by HMRC to the policy. The staff travel and expense form has also been amended, it is now an excel document ([which can be viewed on the website here](#)) rather than a word document, so calculations are automatically calculated to minimise the risk of error. The expenses form also includes the rates for mileage claims, which are set by HMRC.

Recommendation

Approve the reviewed staff expenses policy for 2022/23