

Frome Town Council Constitution

Chapter 4b Staff Expenses Policy

Frome Town Hall
Christchurch Street West
Frome
BA11 1EB

01373 465757
info@frometowncouncil.gov.uk

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Table of Contents

1. General policy	3
2. Vocational training	3
3. Travel	3
4. Overnight accommodation	4
5. Subsistence	4

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 to 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. Minimising carbon emissions is our priority. And this must be taken into account when deciding on the mode of transport. 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-Wheelshire car.
 - 3.1.4. Sometimes, it is significantly more expensive to use the CoWheels car than hiring one from a local car hire firm or using your own car. This is more often the case when the car will not be used for long periods of time. Travelling to a one or two day conference, for example. Please discuss this with your line manager.
 - 3.1.5. Usually 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.
 - 3.1.5.1. Mileage rates are as detailed on the travel claim form and do not need to be

received. However, evidence should be provided of the distance travelled, e.g. in the form of a route planner.

- 3.1.5.2. Parking fines or penalties will not be reimbursed
- 3.1.5.3. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.
- 3.1.6. 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. FTC will not pay for alcohol.
- 5.2. Claiming subsistence will normally apply when costs are incurred out of town and in Frome only in exceptional circumstances.

Please note we pay the flat rate for subsistence set by HMRC;

Over 5 hours allowance for meals rate: £5

Over 10 hours allowance for meals rate: £10

Over 15 hours allowance for meals rate: £25