



AUDLEM
PARISH COUNCIL

Audlem Parish Council Expenses Policy

In the majority of cases in this policy, authority to approve travel and expense claims is vested in the Chair of the Finance Committee. The Chair may, if necessary, delegate this responsibility to a specific member or members of the committee.

It is the policy of Audlem Parish Council to reimburse staff when additional expenditure over and above ordinary living costs is wholly, necessarily and exclusively incurred in the performance of the Parish Council's business, provided the expenditure has been authorised, receipted and certified in accordance with this Policy.

Receipts

A supporting receipt for any expense claimed must be attached to the claim form in all cases where these are normally obtainable. Unreceipted expenditure will only be reimbursed at the discretion of the Chair of the Finance Committee. In an application for unreceipted reimbursement, a brief written explanation of why a receipt was not obtained must be submitted with the expense reimbursement claim form.

For items of expenditure below £2, a receipt should normally be obtained and submitted unless particular circumstances make that difficult to do. Systematic non submission of receipts for small amounts would be cause for refusal of reimbursement.

Current expense reimbursement rates will be notified and updated by the Finance and Scrutiny Committee at appropriate regular intervals, but in any event, not less than once a year.

It is important that all members of staff keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to the Inland Revenue. In respect of car travel, it is recommended that staff should keep a log showing where business journeys commenced and ceased and the number of miles travelled.

Travel

All travel should be by public transport whenever possible.

All rail travel shall be by the cheapest standard class fare available. (Staff are encouraged to book rail fares in advance whenever possible; to make full use of any discounted rates).

Taxis shall only be used when essential (e.g. urgency, awkward hours, transport of baggage too dangerous to use public transport etc)

Travel by car will be reimbursed at the mileage rates agreed by the Parish Council.

Subsistence

Authorised expenditure on meals and light refreshments, including reasonable drinks with meals, and for hotels where an overnight stay is required, will be reimbursed up to the limits set by the Parish Council.

Any claim exceeding the maximum allowable costs will be reduced accordingly

Hotels

The cost of hotel accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impracticable to attend the approved duty without staying over the previous night: for example where a staff members journey would have to start from home before 5.45am reimbursement may also be claimed for hotel accommodation on the night of an event where homeward travel is not practicable.

Meals and light refreshments

The cost of breakfast away from home may be claimed. This may be as part of a hotel bill or it may also be claimed if an unusually early start has to be made to reach a destination in time.

The cost of a meal will not be reimbursed when a meal is provided.

The cost of an evening meal may be claimed by staff members working after 7pm on Parish Council business either at base or away.

Postage & Telephone

The cost of postage and telephone calls necessarily incurred on behalf of the Parish Council may be claimed and will be reimbursed provided there is itemised billing evidence of the calls made.

Railcards

The Parish Council will reimburse the full cost of any rail card which reduces claimed travel costs. However, in cases where the Parish Council has paid for such a card it must be utilised by the staff member when purchasing rail tickets.

Carer's Allowance

A carer's allowance for actual expenditure incurred in the care of dependants while a member of staff is undertaking Parish Council approved duties outside working hours will be reimbursed up to the hourly rate set by the Parish Council. The allowance will not be payable to a member of the claimant's own household. The carer's additional expenses [e.g. train fare] will also be paid provided prior authorisation is given by the Chair of the Finance Committee.

Persons with Disabilities

The Parish Council appreciates that a staff member with a disability may not be able to comply with all of the requirements of this policy, and to insist upon compliance would be unfair and unreasonable. Any application for a dispensation from this policy for reasons of disability [e.g. a member is unable to use public transport due to disability] should be made to the Chair of the Finance Committee, who will make a decision on the issue based on the circumstances of the staff member concerned. In exceptional circumstances, or in matters of dispute, the Chair of the Finance Committee will refer the request for a dispensation to the Finance and Scrutiny Committee for decision.

Miscellaneous

There may well be other incidental expenses incurred by staff members that are not covered by these rules. All cases of doubt should be referred promptly to the Chair of the Finance Committee, if possible, prior to incurring the expense.

Non-Reimbursable Expenses

The following categories of expense will not be reimbursed:

Those claims not supported by fully documented receipts [NB that credit card slips do not count as documented receipts], unless exceptional approval has been given by the Chair of the Finance Committee.

Habitual claims for unidentified small items of expenditure.

Any claims in excess of the maximum limits set by the Parish Council.

Submission & Payment of Expense Claims

All claims must be submitted to the Clerk within one month of being incurred.

If an individual fails to submit a claim for a particular item at this time and instead claims for it later, the Parish Council may, at the discretion of the Chair of the Finance Committee, refuse to reimburse the expenditure.

The Chair of the Finance Committee or other designated officer will scrutinise all claims submitted. If satisfied that the claims are allowable, he will approve and pass them for payment. Any claims not approved by the Chair of the Finance Committee will be notified to the individual concerned.

Motor Mileage Rates (rates updated on 1 April 2024)

0.45p per mile.

Formatted: English (United Kingdom)

Other rates

Day Rates (For Meals)

Breakfast Allowance: Up to £6.00

This is eligible if the employee leaves home before 6:00 AM and buys breakfast away from their home or workplace.

One Meal Allowance (5 hours): Up to £5.00

Applicable if the employee is away from their normal place of work for at least 5 hours and incurs the cost of a meal.

Two Meal Allowance (10 hours): Up to £10.00

This applies when the employee is away for at least 10 hours and buys two meals (e.g., lunch and dinner).

Late Evening Meal Allowance: Up to £15.00

This is available if the employee is required to work after 8:00 PM and buys a meal as a result.

Overnight Rates (For Accommodation)

UK Overnight Stay: Up to £25.00 for incidental overnight expenses.

This applies when the employee is required to stay overnight for business purposes within the UK.