

## **CITY OF ELY COUNCIL**

### **EXPENSES POLICY FOR CCTV VOLUNTEERS**

#### **Introduction**

This document sets out the conditions for the payment of travelling allowances and subsistence expenses and any other out of pocket expenses incurred by CCTV volunteers, whilst on Community CCTV Partnership business in relation to the Ely CCTV system.

This policy is based on the National Joint Council (NJC) Conditions of Service and all travel and subsistence allowances shall be paid at 45p per mile and £4.00 per meal.

#### **Travel Allowance Conditions**

1. Travel allowances shall be paid at 45p per mile.
2. Travelling allowances shall only be paid to those volunteers who have incurred necessary expenditure in the performance of approved Community CCTV Partnership duties.
3. Travelling allowances claimed in accordance with this policy shall only be paid on the submission of a completed official claims form.
4. If more than one CCTV Volunteer is undertaking the same journey, where practicable, arrangements shall be made to ensure the least number of vehicles are used.
5. CCTV Volunteers shall be individually responsible for negotiating with the Inland Revenue their personal tax allowance/liability in respect of travelling expense payments and may choose to keep their own records of journeys undertaken/expenses incurred in the course of performing their duties for tax purposes.
6. Payment of travelling expenses shall be through the Full Council meetings. Travel claim forms must be submitted to the Clerk, via the CCTV Co-ordinator no later than the Tuesday before the next Full Council meeting. If the form is received after this date, payment may be delayed. Claims should be made within a month of the date of travel.

#### **Subsistence Expenses Conditions**

1. Subsistence expenses will only be reimbursed to CCTV Volunteers on the completion of a shift that lasts more than 4 hours. This will also be subject, where possible, to the submission of a valid receipt for such expenditure.
2. Subsistence expenditure shall only be paid on the submission of a completed official Council claims form, and where possible supported by a valid receipt.

#### **Procedure for claiming expenses**

1. Claims for expenses must be made on the official claim form, which can be obtained from the CCTV Co-ordinator. This form will then be authorised by the CCTV Co-ordinator before being submitted to the Clerk.

2. With regard to travelling the form must be completed accurately and must show full details of each journey undertaken.

3. With regard to subsistence, where possible a valid receipt should be submitted with the claim form.

CCTV Volunteers shall be individually responsible for negotiating with the Inland Revenue their personal tax allowance/liability in respect of subsistence expense payments and may choose to keep their own records of expenses incurred in the course of performing their duties for tax purposes.

This policy will be reviewed on an annual basis.

Reviewed and approved 9th March 2020

Signed .....  
Cllr M Rouse - Chairman of the Council