



## **CITY OF ELY COUNCIL**

### **EXPENSES POLICY**

#### **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 members and employees of the City of Ely Council, whilst on Council business.

This policy is based on the National Joint Council (NJC) of Conditions of Service. . All subsistence allowances shall be paid in accordance with ECDC's adopted members' allowance scheme.

#### **Travel Allowance Conditions**

1. Travel allowances shall be paid at the current national rates appropriate to the cubic capacity of the vehicle used.
2. Travel allowances shall only be paid to those members and employees who have incurred necessary expenditure in the performance of approved Council duties.
3. If employees/members are using their own car for approved Council duties, their insurance must cover business use. The employee/member is responsible for arranging and paying for this. Employees/members must provide the Clerk with an up to date copy of their valid insurance cover on an annual basis.
4. Travel allowances claimed in accordance with this policy shall only be paid on the submission of a completed official Council claims form.
5. Members must be approved as attending on behalf of the City of Ely Council to be eligible to claim travel expenses relating to official duties; attending meetings, training courses etc.
6. In relation to employees, all travel must be approved by the Clerk, prior to each journey being undertaken. In relation to the Clerk all travel must be approved by the Chairman of the Council.
7. Members and employees must ensure they organise all travelling in the most economic manner. In determining the most economic manner other related costs, such as staff salaries and the economic use of staff time, as well as other forms of transport other than a car must be taken into account.
8. If more than one member and/or employee are undertaking the same journey, where practicable, arrangements shall be made to ensure the least number of vehicles are used.
9. The Council shall not make additional mileage payments to a member or employee conveying official passengers.
10. Travel expenses will not normally be paid between an employee's home and their normal place of work or vice versa.

11. Where an employee undertakes a journey on their way from home to their normal place of work (or vice versa) then the full distance of the journey shall be claimed less the distance normally travelled between their home and work.

12. Members and employees 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.

13. With regard to employees, payment of travelling expenses shall be through the Payroll system. The Council shall deduct such amounts as required by legislation (tax, national insurance etc). Travel claim forms must be submitted to the Clerk by the end of each month, for payment on the 15th of the month. If the form is received after this date, payment will be delayed. Claims should be made within a month of the date of travel.

14. With regard to members, payment of travelling expenses shall be through the Full Council meetings. Travel claim forms must be submitted to the Clerk 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 be reimbursed to members and employees who are prevented by their official duties from taking a meal at their home, administration centre or place where they normally take their meals, and thereby incur additional expenditure, subject to the submission of a valid VAT receipt for such expenditure.

2. Subsistence expenses shall only be reimbursed to members and employees in the performance of approved official duties.

3. Where possible members and employees should arrange their travelling so as to avoid incurring subsistence expenditure.

4. Subsistence expenditure shall only be paid on the submission of a completed official Council claims form, supported by VAT receipts.

5. Subsistence expenses shall only be paid to the maximum adopted allowance amounts as follows:-

Breakfast - (More than 4 hours away from normal place of residence or where the Council permits, a lesser period, before 11 am) £7.50

Lunch - (more than 4 hours away from normal place of residence or where the Council permits, a lesser period, including the lunchtime between 12 noon and 2 pm) £10.00

Tea - (more than 4 hours away from normal place of residence or where the Council permits, a lesser period, including the period 3 pm to 6 pm) £4.00

Evening Meal - (more than 4 hours away from the normal place of residence or where the Council permits, a lesser period, ending after 7 pm) £12.50

6. Subsistence expenses shall be paid as per 12 and 13 above.

### **All other acceptable expenses**

1. Expenses that are deemed acceptable by the Clerk and the Chairman of the Council should be submitted on the official Council claims form.
2. These expenses could cover the cost of employing staff to cover a place of work to allow a member to attend a meeting etc on behalf of the Council.

### **Procedure for claiming expenses**

1. Members and employees who incur expenditure as a result of undertaking their official duties shall be entitled to re-claim all or part of such expenditure in accordance with the Council's Expenses Policy.
2. Claims for expenses must be made on the Council's official claim form, which can be obtained from the Clerk.
3. With regard to travelling the form must be completed accurately and must show full details of each journey undertaken.

This policy will be reviewed on an annual basis.

Reviewed and approved 9th March 2020

Signed .....

Cllr M Rouse - Chairman