

# BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF



## Employee Expenses Policy

**Date of review: 25<sup>th</sup> August 2020**

**Next review date: August 2024**

### 1.0 Introduction

1.1 This policy applies to all employees of the council.

1.2 The policy provides a framework to show how an employee can claim and be reimbursed for reasonable and authorised expenses that are incurred during their normal course of work.

### 2.0 Expectations

2.1 Employees are expected to:

- a) Behave honestly, responsibly and within the guidelines of this policy;
- b) Submit expenses claims within reasonable timescales, on approved forms and provide enough information to explain the need for the expense; and
- c) Keep all receipts and provide VAT receipts (where appropriate) to allow the Council to reclaim the VAT.

2.2 The Council will:

- a) Check claimed expenses are authorised in line with this policy; and
- b) Approve and pay legitimate claims promptly

2.3 If an employee fails to comply with this policy, this may delay reimbursement or cause claims to be rejected. Persistent or deliberate non-compliance may result in disciplinary action.

### 3.0 Travel related claims

3.1 The Council has followed the guidance of HM Revenue & Customs in setting the following travel related expense rates:

<b>Mode of Transport</b>	<b>Expenses Rates</b>
<b>Private car mileage</b>	45p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
<b>Additional passenger mileage in a private car</b>	5p per mile per passenger
<b>Motorcycle mileage</b>	24p per mile

<b>Bicycle mileage</b>	20p per mile
<b>Rail or bus fare</b>	Reimbursement of cost (standard class) as shown on ticket
<b>Parking</b>	Reimbursement of cost as shown on ticket (only where no free parking is available within reasonable walking distance)

3.2 Mileage claims should only be claimed for distances in excess of normal travel to work. You cannot claim mileage for normal travel between work and home.

3.3 The Council will not, under any circumstances, reimburse employees for penalty fines incurred due to speeding, unsafe driving or any other motoring offence, or for parking fines.

#### **4.0 Other expenses claims**

4.1 The following expenses are acceptable and Council employees will be reimbursed for:

- a) Overnight accommodation and sustenance where required for attendance at a work-related event (where agreed in advance with the line manager);
- b) Professional membership fees (where relevant and agreed in advance with the line manager); and
- c) Annual eye-testing fees (for employees who regularly use Visual Display Units (VDUs).

#### **5.0 Claims process**

5.1 Employees must fill out an approved expenses claim form promptly after incurring expenses (and no later than one calendar month after the claim date) and submit to their line manager for approval.

5.2 The Town Clerk is responsible for checking the claim complies with this policy and includes receipts (where applicable) and authorising the payment to be made.

5.3 Expense claims made by the Town Clerk will be checked and authorised by the line manager.

5.3 Payment will be made direct to the employee (not through payroll) either by cheque, or direct credit to their nominated bank account.

5.4 Any employee unsure whether a claim is likely to be acceptable is advised to speak to the Town Clerk prior to incurring the expenses.