



ADUR & WORTHING
COUNCILS

STAFF EXPENSES & REIMBURSEMENTS POLICY & PROCEDURE

DATED: 01.03.2020

**DUE TO BE REVIEWED
MARCH 2021**

STAFF EXPENSES & REIMBURSEMENTS POLICY & PROCEDURE

This policy and procedure replaces all previous editions.

The Councils recognise that there will be occasions when you will incur expenses over and above your normal daily expenses, whilst working on Council business. This policy and procedure sets out the range and level of expenses that are considered to be acceptable to claim for. Any expense incurred will have to satisfy HM Revenue & Customs (HMRC) regulations in order to be free of tax and national insurance liability. Providing expenses are wholly and necessarily incurred whilst undertaking your work and you provide a receipt (showing the Company's registered VAT number) this will satisfy the regulations.

This policy is for your guidance and is applicable to both Members and Staff on the procedures relating to the claiming of expenses and should be strictly adhered to.

This policy should be read in conjunction with the Learning and Development Policy.
<http://awintranet/my-job-and-me/policies-and-procedures/hr/learning-and-development-policy/>

Failure to comply with the requirements of the policy may result in expenses not being reimbursed. Any claim found to be fraudulent will result in disciplinary action.

In order to comply with HMRC guidelines on PAYE compliance and reporting, all staff expenses will now be paid via the payroll.

Payment of expenses will be paid on the next available payroll after your authorised claim has been received and will be included with your salary payment by BACS.

Please note that Petty Cash should only be used to reimburse for items relating to office expenses and catering expenses where non-Council representatives are present.

Typically expenses to be reimbursed via the payroll will include accommodation, travel, & subsistence. This list is not exhaustive and full details are listed below.

The Councils shall not accept any responsibility for personal fines or charges for illegal parking and accordingly will not reimburse any employee for such fines or charges.

For re-imbusement of expenses, excluding mileage, employees are required to complete the claim form located on the e-business section. All claims must be submitted on a monthly basis.

The authorised paper claim together with the receipts stapled to the claim must be forwarded in a timely manner to the Corporate Finance team located on the ground floor of the Town Hall.

Payment will not be made for incomplete claims such as those that have not been signed, authorised or the receipts are not attached.

Any late claims will be passed to the Section 151 Officer and may be refused payment.

CLAIMS THAT WILL NOT BE PROCESSED THROUGH PAYROLL

Items up to the value of £50.00 that have been purchased by cash or debit card with regard to office and catering expenses (not personal) may be reimbursed through the cash office. A 'Petty Cash' form will need to be completed and the receipts attached.

Items that are over the value of £50.00 that have been purchased by cash, debit card or credit card with regard to office and catering expenses must be claimed through the creditor system. Any enquires should be directed to the Creditors Team. A 'TECH1 Finance Payment Request' form will need to be completed and the receipts attached.

MULTIPLE RECEIPT

An employee may only claim for their own expenditure and not another member of staff.

RAIL STRIKES

During rail strikes the Council will not ordinarily pay for hotels and taxis unless there is a business case for the employee to attend, which is likely to be for training and conference meetings that cannot be re-arranged.

Employees should check with other colleagues to see if they can car-share or with permission from your EHOS contact Business Services to arrange the hire of a car.

Attendance at a local meeting that has to be attended (e.g. members meetings) and which will incur additional costs such as hotels and taxis must be authorised by the employees Director prior to the booking being made.

ACCOMMODATION UK

In order for the Councils to be able to reclaim the VAT please ensure that:

Where overnight accommodation is required this should be booked in advance and arrangements made for the Hotel to submit an invoice to ADC or WBC (depending on which Council pays your salary) for payment

Where a hotel cannot invoice, you should ask your administrator to pay by the Councils credit card. If your team have not been supplied with a Council credit card then please contact the corporate finance team on ext 1239 who can arrange payment for you.

ACCOMMODATION UK

If due to a late requirement for you to attend training or a meeting you are unable to follow the procedures above, then you may pay the hotel direct and submit a claim with the receipt for payment.

Where due to travel arrangements and start times an employee requires overnight accommodation in relation to their work or training then the cost of obtaining that accommodation should be reasonable. As a benchmark, it is considered acceptable for staff to acquire 2 or 3 star accommodation with en-suite facilities whenever possible.

It is however, recognised that this may not always be possible and the ultimate choice of accommodation may reflect other incidental factors such as location, time of year, the availability (or not) of alternative accommodation. As no minimum or maximum reimbursement limits are stipulated if there is any doubt over the acceptability of the proposed accommodation then the member of staff must consult and obtain approval from their line manager or EHOS prior to the booking being made.

AIR FARE

In exceptional circumstances the cheapest and time saving route may be by taking a flight to your destination. Prior agreement to this form of travel must be with your EHOS.

Payment should be by the Councils credit card. If your team have not been supplied with a Council credit card then please contact the corporate finance team on ext 1239 who can arrange payment for you.

If due to time constraints this is not an option then you may pay for the flight direct and submit a claim with the receipt for payment.

BUS

If travelling by rail you may need to incur a bus journey to your destination. Your bus ticket should be retained and may be used as the receipt.

If you are travelling to London you will need to obtain a travel card – see rail travel

CAR TRAVEL

From the 18th November 2013 the Councils are operating a new car pool service called 'Carshare'

CAR TRAVEL

If you require a car and your expectation is that this will be for 8 hours or more then please read the notes on 'Hire Car'

Prior to travel please read the following:-

- Car pool guidelines
- Enterprise Carshare User Guide
- Enterprise Carshare 3 step guide

These are located on the intranet under <http://awintranet/my-job-and-me/travel/pool-cars>

Before commencing your journey you must check that your car insurance includes you travelling for work on your own or your employers business.

Any casual mileage claims must be the shortest journey to the destination.

Casual mileage will be paid at the agreed Local rate at the time the journey took place.

Those using their car of journeys that are out-side of the Sussex borders will be paid at a Local rate of 0.234 per mile for the complete journey.

All mileage claims must be submitted monthly using the MyView mileage claim form, those who do not have access to MyView will need to complete the e-business mileage claim form.

Each journey will be recorded using the natural rounding of system of:

0 to 0.4 = rounded down

0.5 to 0.9 = rounded up.

If the passenger is a Council employee or Member then the driver may include a claim to the value of 5 pence per mile.

It is expected that colleagues attending the same conference, meeting or training session will travel together and not make separate claims unless there are extenuating circumstances that have already been agreed with their EHOS prior to the travel taking place.

CAR TRAVEL

For HMRC purposes under self assessment you are required to keep a copy of any mileage claims to verify any payments in any fiscal year. HMRC specifies the minimum information necessary to be kept in a log form:-

Date of Journey:

Specific Journey details (i.e. point of origin/destination) :

Total Business Miles Travelled:

Mileage Allowances Received:

Please note you may, on occasions, be required to submit documentation to the Councils External or Internal Auditors for verification.

In order that payment can be made to you, please let Payroll have a copy of the following documents:-

- Your paper driving licence
- Your driving licence photo-card if held or a written statement confirming not held
- A copy of your car registration document (V5) page 2
- The MOT certificate, if applicable
- Valid car insurance certificate – including business use

It is the employee's responsibility to provide payroll with copy documentation of insurance, MOT & driving licence photo-card on the date of renewal. Failure to provide this may delay in your claim being paid.

If this is simply a true one off journey and you are not covered under your own car insurance then you may ask the Councils Insurance team to cover you in this instance. Prior to the journey, you will need to email Chris Mann with your car registration details, car cc and the date and place of your journey.

FUEL – POOL CARS

If you have to refuel your pool car at petrol station other than the designated station then please ensure that when you make your expenses claim through payroll that you include the actual receipt for the fuel which shows the VAT amount and registered office and not your credit card authorisation slip.

MEMBERS CAR JOURNEYS

Any car journeys from home to the Town Hall for any meetings will be taxed in accordance with HMRC rules.

CAR PARKING

Off Street - this includes multi storey or company car parks and on street.

The car parking ticket is to be used as the receipt.

This only applies to staff on Council business.

It does not apply to staff working from any council offices.

DISCLOSURE AND BARRING SERVICE (DBS)

This replaces the CRB checks.

The Disclosure and Barring Service helps employers make safer recruitment decisions. It also prevents unsuitable people from working with vulnerable groups, including children, through its criminal record checking and barring functions.

Human Resources will have established with departments which posts require a DBS check prior to employment commencing.

Candidates will be advised by Human Resources to log onto the site.

The employee having registered and paid the £13.00 fee will need to advise Human Resources of the application number.

The employee must take a print out showing that registration has taken place and the fee paid.

When employment with the Council has been confirmed, an expenses claim form can be completed , the print out attached so that reimbursement can be made through payroll.

When renewal notice received, first check with H.R. before paying for a new DBS Certificate. In certain circumstances HR have decided that a DBS certification can have a longer valid date.

FERRY

Ferry crossings should be booked using the Councils credit card. If your team has not been supplied with a Council credit card then please contact Corporate Finance team on ext 1239 who can arrange the booking and payment for you.

If due to time constraints this is not an option then you may pay for the ferry direct and submit a claim with the receipt.

INDEMNITY NOTICE

Whether you are claiming or not claiming mileage payments, the Council will not be held responsible in any matter or claims for any incidents or accidents whilst an employee is on Council business, unless they are driving a Council owned vehicle.

WORK BASE RELOCATIONS

These are administered by HR

EYE TESTS AND APPLIANCES

An eye test is a requirement for all new employees, and payment will not be reimbursed.

Existing employees are entitled to a sight test every 2 years and you may apply for a voucher by completing the eform on the intranet which when authorised will entitle you to an eye sight test to the value of £25.00 at Specsavers.

HIRE CARS

If you do not own your own car or do not have use of a car, but due to travelling restrictions it would be helpful for you to do so to attend a meeting or conference, then providing you have permission from your EHOS you may contact the Business Service Manager with plenty of notice to arrange the hire of a car. You will of course need to provide your driving licence. Age restrictions may apply.

INTERVIEW EXPENSES

Reimbursement to job candidates has ceased from April, 2013.

PROFESSIONAL SUBSCRIPTIONS – JOB TITLES

See Learning and Development Policy.

<http://awintranet/my-job-and-me/policies-and-procedures/hr/learning-and-development-policy/>

Payment will only be made where the subscription is a necessary requirement of your job or where it is a legal requirement for your job and is a "statutory requirement". The Executive Head of Services will seek approval from the Chief Executive and Strategic Directors.

Payment of professional fees in other cases "Non-statutory" has been phased out after 2 years commencing from 1st April, 2011.

For staff who are undergoing an approved qualification course for which membership to a professional body is a pre-requisite for attending the course.

Professional Subscription Loan:

For those members of staff who are affiliated to a professional institute and are required to make annual subscriptions where no monthly instalment plan a staff loan is available. Please contact the Payroll Team.

RAIL TRAVEL

It is expected that where possible journey should be by rail travel at the standard rail fare. In most cases travel details are known in advance and an employee should apply for a rail travel request form by completing the eform on the intranet located at <http://awintranet/my-job-and-me/travel/rail-travel/rail-travel/>

At least 48 hours' notice is required, but in exceptional circumstances may be obtained after this. Contact your issuing officer to confirm and/or the Business Support team. Full details on how to use the virtual credit card at the train stations machine will be included with the virtual credit card which will be sent to you by email.

It is accepted that in a few circumstances that due to unforeseen reasons e.g. travel disruptions due to adverse weather conditions that travel may not take place. In these circumstance the virtual credit card (or ticket if already obtained) should be returned to The Business Support team.

RAIL TRAVEL

Travel to London. You should be specific if this is to London Bridge, London Victoria, or London all stations.

Please note: If you require use of the underground or bus service you will need to advise this on your request form so that this is included.

The London zones are divided into 6 areas, check which one you need by looking on the Internet under London Zone maps.

In exceptional cases only where you may have purchased your ticket direct you may complete a claim form and enclose your receipt/ticket for repayment.

REFRESHMENTS AND MEALS

Allowance may be claimed in circumstances where an additional personal expenditure for meals or refreshments is incurred on account of an employee being away from their home or normal place of work, and providing this is not part of a structured training course then you may claim for drinks and light meals that you could not be expected to provide whilst you are attending a meeting or conference.

The amounts that may be claimed are those shown on the National Joint Council for Local Government Services and the present subsistence rates are located on the HR Intranet site.

The rates shown are the maximum claimable

Where the actual expenses incurred are less than the subsistence rates then the actual amount paid will be the amount that must be reclaimed.

Tips are at your own discretion and must not be included on the receipt, although it is appreciated that a service charge may be automatically charged by the vendor and provided this is shown on the receipt this item will be reimbursed.

Receipts are required in all instances, with the exception of the 'out of pocket' expenses paid to those who are on an overnight stay.

Due to end of year requirements for PAYE reporting, claims must be made individually by each person and in respect of their own additional expenses. Therefore, expenses must not be paid for and reclaimed by one person on behalf of others.

RELOCATION AND REMOVAL EXPENSES

The Councils have agreed that new employees wef 1st January 2012 will no longer be eligible to apply for this when accepting a job.

ROAD TOLLS

Some journeys by car may involve using a road toll. In most cases receipts cannot be obtained and your claim should clearly show the start and destination of your journey.

TAXIS

If travelling by rail you may need to incur a taxi journey to your destination. A receipt should be obtained from the taxi driver.

Tips are at your own discretion and must not be included on the receipt.

Under HMRC rules an employer may reimburse an employee on occasions due to late night working (after 9pm) due to public transport stopping or other unforeseen circumstances. This will apply mainly to the Theatres section.

TELEPHONE – land line

Employees required to have a land line telephone will be reimbursed by an allowance through payroll at the monthly rate of £13.50. As this payment is an allowance and not a reimbursement it is both taxable and subject to national insurance. Employee's eligibility and the payment rate will be reviewed annually by the EHOS with Human Resources.

TELEPHONE – mobile

Employees required to have a mobile phone to carry out their duty for the Council will be supplied with a mobile phone by Business Services and should read the policy in respect of this. <http://awintranet/ict/phones/smartphones/about-your-smartphone/>

Payment in respect of vouchers for pay as you go phones for a personal mobile phone will not be paid to any employee.

UNIFORM

If you are required to wear a uniform for your job this will be shown in your contract of employment.

In order to comply with HMRC regulations on taxation and VAT requirements all items must be purchased direct by the Council and not by the employee.

Purchases must be made either by a Purchase Order or a Council credit card. If your Team have not been supplied with a Council credit card then please contact the Corporate Finance team on ext 1239, who can arrange payment for you.

Therefore any items purchased by an employee will not be reimbursed.

A 'uniform' means that it is expected that all Team items will be similar e.g. a cardigan and will be purchased from the same supplier, although it is expected each Team may have their own style or colour.

To ensure that the clothing is not treated as a benefit in kind by HMRC all items must have **a permanent Council logo embedded before being distributed to staff.** Broadwater Sports holds some logos for the Council.

Special exemptions re logos apply to health and safety clothing and footwear (safety toe capped boots and shoes)

Any safety boot or shoe **MUST** be purchased direct by a Purchase Order or Council Credit card. For a one of purchase try Screwfix – for several then check out <https://www.smigroupuk.com/> which the Council use as a supplier.

Shoes and trainers should not be purchased as part of the staff uniform.

Staff whose main workplace is 'outside' may be entitled to a Waterproof coat which must be fit for purpose in respect of the employee's job, and again this must clearly show the Council's logo. A guideline price is to the value is £75.00.

All items supplied to staff as uniform must be returned to their team administrator on them leaving the Council's employment.

STAFF EXPENSES & REIMBURSEMENTS POLICY & PROCEDURE

DRY CLEANING

The Council is not responsible for cleaning of staff uniforms.

However, where specialist cleaning is required due to health & safety issues such as clothing worn at the crematorium, arrangements for cleaning and payment must be made direct with the Council and not the employee.

MEMBERS' CLOTHING

Any items purchased from Council funds for the Adur Chair or Worthing Mayor that constitutes "ordinary" clothing (non-ceremonial) will be taxed in accordance with HMRC rules at the time it is put through payroll.

VOLUNTEER PAYMENTS

A special arrangement has been made for certain staff who volunteer at the Council's Leisure centres in agreement with the EHOS for Legal (as agreed at the HRWG 24/12/12).

Payment will only be made on the receipt of an invoice addressed to the Council to ensure that the council are not liable for any tax & national insurance contributions.

- a) Volunteers will be entitled to travel expenses when travelling on Council business, and subsistence allowance when agreed in advance by their EHOS but may not receive payment for any other reason except in accordance with (b & c) below. Volunteers will have to submit invoices based upon the current rate of casual user allowance for mileage.
- b) A volunteer who is involved in organising groups of volunteers may claim expenses for postage, telephone calls, print paper and similar items used in relation to that role. The volunteer will have to submit an invoice to the Council on a monthly basis.
- c) If a volunteer is using their own motor vehicle on Council business they must have appropriate business insurance, valid driving licence and MOT

TAX, NATIONAL INSURANCE AND PENSION CONTRIBUTIONS

All claims will be reimbursed gross providing that the receipts are provided, with the exception of out of pocket expenses for overnight stays.

Please note that claims without receipts will be treated as round sum allowances and will be subject to tax deductions as per HMRC guidelines.

As the payment is in respect of a reimbursement it will not be subject to national insurance & pension deductions.

COMPLETING YOUR EXPENSE CLAIM

An expenses claim form is located on the intranet under "E" for Expenses see:

<http://awintranet/our-organisation/services/finance-and-audit/forms/staff-expenses-and-reimbursements/>

Please complete the form fully using the explanatory notes located with the form.

Click on the staff expenses form

When your claim is complete you may save a copy into a folder for your personal record.

In order to meet HMRC and Auditing requirements the form **must be printed off** and cannot be authorised online.

Having printed off the completed form, securely staple the receipts to the completed form.

The completed form and the receipts should be passed to your Authorising Manager for checking and signing.

The completed form and the receipts should be forwarded to the Corporate Finance office for inclusion on the next available payroll.

Any queries regarding payment should be addressed to the Payroll Team.

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