



BEXHILL-ON-SEA TOWN COUNCIL

TRAVEL and EXPENSES POLICY

FOR APPROVAL

1. Introduction

- 1.1. This policy applies to the staff and all councillors.
- 1.2. The policy provides a framework to show how the staff and councillors can claim and be reimbursed for reasonable and authorised expenses that are incurred during their normal course of work, or in executing their duties as a member of the council.

2. Expectations

- 2.1. The staff and members are expected to:
 - Behave honestly, responsibly and within the guidelines of this policy;
 - Submit expenses claims within reasonable timescales, on the currently approved forms and provide enough information to explain the need for the expense, and
 - Keep all receipts and provide VAT receipts (where appropriate) to allow the Council to reclaim the VAT.
- 2.2. The Council will:
 - Check claimed expenses are authorised in line with this policy and
 - Approve and pay legitimate claims promptly.
- 2.3. Failure to comply with this policy, may delay reimbursement or cause claims to be rejected. Cases of the persistent or deliberate non-compliance may result in disciplinary action in the case of a councillor this may result in detailed investigation and possible referral to the appropriate Monitoring Officer.

3. Travel related claims

- 3.1. The council has followed the updated guidance of HM Revenue and Customs and the National Association of Local Councils in setting the following travel related expense rates:
 - Private car mileage – 65p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
 - Additional passenger mileage in a private car – 5p per mile per passenger
 - Motorcycle mileage – 24p per mile
 - Bicycle mileage – 20p per mile
 - Rail or bus fare – reimbursement of cost (standard class) as shown on ticket
 - Parking – reimbursement of cost as shown on ticket (only if no free parking is available within reasonable walking distance)
- 3.2. In the case of the staff mileage claims should only be made for travel previously authorised by the Council, and in the case of attending authorised meetings claimed for the distances in excess of normal 'travel to work', from the staff member's home (normal place of work) to the Hub (normal place for Council/committee meetings). Members cannot claim mileage for travel between home and location of Council meetings.
- 3.3. The Council will not, under any circumstances, reimburse any penalty fines incurred due to speeding, unsafe driving or any other motoring offence, or for parking fines.

4. Other expenses claims

- 4.1. The following expenses are acceptable and will be reimbursed provided they have been authorised in advance:
- Overnight accommodation and sustenance where required for attendance at a Council related event;
 - Professional membership fees and
 - Printing ink shall not be reimbursed due to access to printing at the Hub.

5. Claims process

- 5.1. The staff and councillors must fill out the currently approved Expenses Claim Form promptly after incurring expenses (and no later than 3 months after the claim date) and submit for approval.
- 5.2. The council is responsible for checking the claim complies with this policy and includes receipts (where applicable). Once the council is satisfied the Chair of the Finance Committee will sign the form, thereby authorising the payment to be made during the payment run process.
- 5.3. Payment will be by bank transfer duly signed by two other nominated signatories in accordance with the usual payment run process.
- 5.4. If a staff member or councillor is unsure whether a claim is likely to be acceptable they are advised to seek clarification by putting a request to the Finance and Audit Committee prior to incurring the expenses.
- 5.5. In the case of unexpected or emergency expenses, these must be reported to the Council at the next meeting and will normally be paid if covered under 4.1 above.