



BEVERLEY TOWN COUNCIL TRAVEL & SUBSISTENCE POLICY

1. GENERAL PRINCIPLES

It is Town Council's policy to reimburse employees and members for expenses incurred in performing the duties required by the Council provided the expenditure has been authorised, receipted, and certified in accordance with this policy. All expense claims must be submitted using an expenses claim form and accompanied by receipts. It is the policy of the Council to only reimburse out of pocket expenses incurred for which there is no tax liability.

2. WHO DOES THE POLICY APPLY TO?

The policy applies to all employees, whether part-time or full-time, temporary, or permanent. It also applies to councillors travelling on council business and training approved by the Council or a Committee.

3. TRAVEL EXPENSES

Expenses claims will be considered for the following activities:

- Travelling and associated travel expenses on journeys on Council business, and;
- Travel to and from training sessions held by NALC, SLCC, ERNLLCA or other approved organisations such as ERYC.
- This includes petrol/mileage costs which includes parking fees but not parking fines or fines related to any other motor related expenses

Approval must be sought in advance. Staff should seek approval from the Town Clerk. The Town Clerk and Councillors should seek approval from Full Council, the appropriate Committee or its Chairman and inform the Town Clerk.

Employees and members should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost and by taking advantage of any Railcards, adopting flexible travel arrangements and booking tickets in advance.

Travel by car will be reimbursed at current rate (see below for rates) and reasonable parking will be paid.

Our environment will be considered when making allowance decisions. Public transport will be preferred where practical and cost effective.

Rail travel can be booked and paid for in advance of travelling with arrangements being made by officers, otherwise rail ticket costs shall be reimbursed.

Taxis shall only be used when essential.

Where an employee or councillor uses their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and an MOT.

4. SUBSISTENCE

An employee or councillor may claim for the costs of meals, beverages and overnight accommodation reasonably purchased when travelling on business. This is intended to reimburse the employee or councillor for additional expense as a result of having to travel on Council business. See rates below.

5. PROFESSIONAL SUBSCRIPTIONS (Employees Only)

The Council will pay the cost of the annual subscription for professional bodies whose activities are directly relevant to the employee's duties.

6. EYE TESTS AND SPECTACLES (Employees Only)

The Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002).

Subject to the clauses below the Council will contribute to the cost of an eye test for any employees that use display screen (computer monitor) equipment for a significant part of their working day.

Subject to the clause below the Council will contribute £25 towards the costs of an eye test conducted by a suitably qualified optician.

The Council will only contribute towards the costs of an eye test once in any twelve-month period.

If an eye test reveals that spectacles are required exclusively for VDU work, the Council will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. The Council will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

7. PROCEDURE

All expenses claims must be made on the claim form with receipts attached as appropriate. Claim forms are available from the office.

All receipts should be originals.

It is important that employees keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC.

The completed and signed form, with receipts attached, should be given to the Town Clerk for processing.

The Town Clerk will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and paid.

8. REIMBURSEMENT

Expense claims are normally paid for within a month. Payment can be made either by cheque or via BACs.

9. MISCELLANEOUS EXPENSES

There may be other incidental expenses incurred by employees that are not covered by these rules (e.g. stationary, postage). A prompt discussion with the Town Clerk will usually suffice and the incidental expenses paid for through petty cash.

All cases of doubt should be referred promptly to the Town Clerk prior to incurring the expense.

10. ABUSE OF THIS POLICY

Any abuse in the application of this policy by employees will be dealt with in accordance with Council's disciplinary policy.

11. THE FOLLOWING RATES SHALL APPLY:

Mileage	52 p per mile
Breakfast Allowance (If leaving home before 7 am)	£5.50
Lunch (Over 4 hours and includes 12 noon-2 pm)	£7.50
Evening Meal (Over 4 hours and ending after 7 pm)	£15.00
Overnight accommodation	£120 London; £105 Elsewhere
Out of Pocket Expenses (per night)	£4.00

Beverley Town Council adopted this Policy on:

8th April 2019

Signed 
Councillor Bryan Pearson, Mayor of Beverley

Signed 
Helen Watson, Town Clerk