**UPPINGHAM TOWN COUNCIL DRAFT**

**STAFF EXPENSES POLICY**

**Introduction**

1. This policy applies to all employees of the council. It provides a framework to allow an employee to claim and be reimbursed for any reasonable and authorised expenses that are incurred during the course of their work.
2. Any employee who is unsure whether a claim is likely to be acceptable should ask the Clerk prior to incurring the expenses.

**Expectations**

3 Employees are expected to:

* Behave honestly, responsibly, and within the provisions of this policy.
* Submit expenses claims on the approved form, and provide enough information to explain the need for the expense.
* Submit receipts to substantiate their claim. These must be VAT receipts whenever the item is VATable, so as to allow the council to reclaim the VAT.

4 The Council will:

* Check that claimed expenses are in line with this policy.
* Approve and pay legitimate claims promptly.

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

**Travel-related claims**

6 The Council will reimburse authorised private-car mileage at 45p/mile, plus any associated parking or road-toll charges. For journeys on Council business which also incorporate the employee’s normal journey to/from work, mileage claims must be only for the distance in excess of normal travel to/from work.

7 The council will not, under any circumstances, reimburse employees for penalty charges incurred due to speeding or any other motoring offence, or for parking fines.

8 Employees must demonstrate to the Clerk that they hold valid business-use insurance for the vehicle used. The Council will not accept any liability for any claim denied by an insurance company where this condition has not been met.

9 Claims for rail or bus travel must be for the cheapest available Standard-class fare for the journey made.

10 Taxi fares will be reimbursed only where there was no other reasonable alternative.

**Other expenses claims**

11 The use of overnight accommodation must be agreed in advance with the Clerk.

12 Reimbursement of membership fees for a relevant professional body must be agreed in

advance with the Clerk.

13 An annual eye-testing fee, for employees who regularly use Visual Display Units (VDUs) at

work, will be reimbursed.

**Claims process**

14 Employees must submit to the Clerk, for approval, a UTC expenses form, no later than 2 months after the expense is incurred. (The Clerk must arrange for his/her own expenses to be approved by the Chair of the staffing committee.)

15 The person approving any expenses claim is responsible for checking that the claim complies with this policy, and includes receipts where applicable. Once satisfied, they must sign the claim form, to authorise the payment to be made.

16 Payment will be made direct to the employee (not through the payroll), usually by direct credit to their nominated bank account.

This Policy was approved by Uppingham Town Council at its meeting on xxxx.