Battle Town Council

COUNCILLOR AND STAFF EXPENSES POLICY

1. Introduction

1.1 This policy applies to all Councillors and employees of Battle Town Council.

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

2. Expectations

2.1 Councillors and employees are expected to :

- behave honestly, responsibly and within the guidelines of this policy
- submit expenses claims within reasonable timescales, on approved forms and provide enough information to explain the need for the expense
- 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
- approve and pay legitimate claims promptly

2.3 If a Councillor or 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. Travel related claims

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

- private car mileage – 55p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
- motorcycle mileage – 24p per mile
- bicycle mileage – 20p per mile
- rail or bus fare – reimbursement of cost as shown on ticket
- parking – 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 Councillors or employees for 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 Councillors and employees will be reimbursed for:

- professional membership fees (where relevant to the profession and agreed with the line manager
- annual eye-testing fees (for employees who regularly use Visual Display Units (VDU's))

4.2 Other incidental out of pocket expenses are to be dealt with through petty cash, by prior agreement with the Clerk / Deputy Clerk.

5. Claim process

5.1 Councillors and employees must fill out an expenses claim form promptly after incurring expenses, and submit to their line manager for approval.

5.2 The Clerk / Deputy Clerk is responsible for checking the claim complies with this policy, and includes receipts (where applicable). The Clerk / Deputy Clerk will sign the form, thereby authorising payment to be made.

5.3 Any Councillor or employee unsure whether a claim is likely to be acceptable is advised to speak to The Clerk / Deputy Clerk prior to incurring the expense.

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