



## **Liss Parish Council Expenses Policy - Employees**

### **1. GENERAL PRINCIPLES**

It is the policy of Liss Parish Council ("LPC") to reimburse its employees for expenses incurred in performing their duties required by LPC, such as travelling on LPC business and attending training or meetings on behalf of LPC, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

All expense claims must be submitted using the Expenses Claim Form and accompanied by receipts.

### **2. AUTHORISED DUTIES**

Expenses claims will be considered for the following activities:-

Travelling and associated travel expenses on journeys on approved LPC business

Travel to and from approved training sessions, conference etc held by approved organisations

Any other activity undertaken in performing approved duties

### **3. METHOD OF TRAVEL**

Employees 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.

Travel by car will be reimbursed at current National Joint Council rates and reasonable parking will be paid. Car sharing is encouraged.

Employees will be expected to take the most environmentally sustainable form of travel where practical and cost effective.

All rail travel shall be by the cheapest standard class fare available.

Taxis shall only be used when essential.

Where an employee uses their own vehicle they should ensure that the vehicle is in good working order, suitably insured\*, taxed and MOT'ed.

\* Normally this would require insurance for business purposes

### **4. SUBSISTENCE**

An employee may claim for the costs of meals and beverages reasonably purchased when travelling on LPC

business. This is intended to reimburse the employee for additional expenses whilst travelling for LPC business.

Personal incidental expenses cannot be claimed.

## **5. PROFESSIONAL SUBSCRIPTIONS**

If agreed by LPC in advance employees may claim back the cost of the annual subscription for professional bodies whose activities are directly relevant to the employee's duties.

## **6. EYE TESTS AND SPECTACLES**

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

Subject to the clauses below LPC 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 on LPC business.

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

LPC 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, LPC will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. LPC 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 Expense Claim Form with receipts attached as appropriate. Claim forms are available from the LPC 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 LPC can provide appropriate evidence, if requested, to HMRC. In respect of car travel, employees should keep a log showing where journeys commenced and ceased and the number of miles travelled.

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

The Clerk (or other designated officer) will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and paid.

If the employee fails to submit a claim within three months of the duty when the expense was incurred, LPC may, at the discretion of the Clerk, refuse to reimburse the expenditure.

## **8. REIMBURSEMENT**

Expense claims are processed by the Responsible Finance Officer, when reasonable and practical, and paid within 28 days unless circumstances require payment sooner.

## **9. MISCELLANEOUS EXPENSES**

There may be other incidental expenses incurred by employees that are not covered by these rules such as

stationery, phone calls etc which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the 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 LPC's Disciplinary Policy and may possibly result in disciplinary action being taken, up to and including dismissal.

Deliberate falsification of a claim or the evidence needed to make a claim by employees will be considered misconduct.

"Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

Adopted by Liss Parish Council on 26<sup>th</sup> February 2020

To be reviewed in 2023

**Liss Parish Council – Expenses Claim Form**

**Name:**

**Travel Expenses:**

Date incurred	Duty LPC business, training sessions, conferences, other authorised duties	Location Postcode	Authorisation Committee, duty or responsibility	Motor Mileage Rates		Parking costs <i>attach receipt</i>	Rail / Bus fare <i>attach receipt</i>
				No. miles (45p/mile)	Car sharing (5p/mile) <i>please name</i>		

**Other Expenses:**

Date incurred	Duty	Detail of expense	Amount (£)

**Total amount claimed £ .....**

**Signed .....**

**Clerk / RFO signed .....**