



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 the 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 LPC business

Travel to and from training sessions held by NALC or other approved organisations

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.

Our environment will be considered when making allowance decisions. Public transport will be preferred 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, fully insured, taxed and MOT'ed.

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 expense as a result of having to travel on 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 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 that they 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 for a particular item at the time and instead claims it later, LPC may, at the discretion of the Clerk, refuse to reimburse the expenditure.

8. REIMBURSEMENT

Expense claims are normally paid in the following monthly payment run, 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 constitute misconduct.

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

Adopted by Liss Parish Council on 18th September 2017.

To be reviewed in 2020.

Liss Parish Council Expenses Claim Form

Name:	
Date:	
Event:	
Location of Event	
Appointed as LPC Representative at	Date Council Committee

Mileage Claim

..... miles @ 45 pence per mile	£
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Mileage Claim – if car sharing Name of LPC Councillor(s) taken

..... miles @ 50 pence per mile	£
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Parking Costs

Attach ticket	£
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Rail Fares

Attach ticket	£
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Other Expenses (Please attach receipts)

Expense	Date Incurred	Details	Amount
			£
			£
			£

TOTAL £

TOTAL IN WORDS

Signed Approved

Paid by Cash / Cheque : Voucher Number

VAT element @ £0.01881 per mile