

**CENTRAL SWINDON NORTH  
PARISH COUNCIL**

**EXPENSES  
POLICY**

To be Adopted

## **1. Introduction**

It is the policy of Central Swindon North Parish Council (CSNPC) to reimburse its employees for expenses incurred in performing the duties required by CSNPC, such as travelling on CSNPC business, and attending training or meetings on behalf of the Parish, 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 Parish business.

Travel to and from agreed training sessions/meetings within Swindon or elsewhere in the United Kingdom.

## **3. Methods 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 parking will be paid. Travel by bicycle will be paid at a flat rate of 20p per mile.

Rail travel shall be by standard class fare only and travel via London as a transit point should be avoided where costs can be reduced.

Taxis within the Parish boundary can be used with permission of the Parish Manager and outside of the Parish boundary with permission from the Chair of Finance & Staffing committee.

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

International travel by Air or Rail is not permissible.

#### **4. Subsistence**

A Parish employee may claim for the costs of meals and drinks reasonably purchased when travelling on Parish business. This is intended to reimburse the employee for additional expense as a result of having to travel on CSNPC business.

Personal meals reimbursement is capped per person at:

Lunch	<b>£7.50</b>
Dinner	<b>£15.00</b>

Where any meal costs more than the prescribed amounts, only the allowance as a proportion will be reimbursed.

Minor hospitality (such as Tea/Coffee/Water) for CSNPC meetings held outside of Parish assets (such as Hotels/Conference Centres) where CSNPC are hosting; can be reclaimed up to a maximum of £20.00 per meeting.

Where CSNPC business requires an overnight stay then overnight accommodation can be reclaimed. Accommodation must be in reasonably priced budget hotels (such as Travelodge/Premier Inn) or local B&B's.

Any overnight stay in excess of £100 (£150 in London) will require prior approval by the chair of the Finance & Staffing Committee)

Subsistence in line with the above policy can either be paid in advance using the Parish Purchasing card, an established Parish corporate account (such as Taxis) or can be paid by the employee and reclaimed back using the expenses form.

The amounts above are subject to annual inflationary review.

## **5. Professional Subscriptions**

If agreed by CSNPC in advance, employees may claim back the cost of any annual subscriptions for professional bodies whose activities are directly relevant to Parish duties.

## **6. Eye tests & Glasses**

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

Subject to the clauses below the Parish 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 Parish business.

CSNPC will contribute £30 towards the costs of an eye test conducted by a suitably qualified optician.

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

If an eye test reveals that glasses are required exclusively for VDU work, the Parish will contribute £100 towards the cost of a basic pair of glasses.

## **7. Procedure**

All expenses claims must be made on the claim form with receipts.

All employees will require claims to be approved by the Parish Manager/Clerk. The Parish Manager/Clerk will require approval from the Chair of the Parish Council.

Claim forms are available from the Pinetrees main Parish 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.

## **8. Reimbursement**

Expenses can be paid using the Parish Purchasing card in most cases however where employees have paid in advance then reimbursement is normally paid in the following payment run.

## **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 Parish Manager/Clerk.

All cases of doubt should be referred promptly to the Parish Manager/Clerk prior to incurring the expense. No miscellaneous expenses can be approved without the permission of the chair of Finance & Staffing.

## **10. Unauthorised Use**

Any abuse in the application of this policy by employees will be dealt with in accordance with the Councils disciplinary policy and where it is suspected deliberate manipulation for gain has occurred, may 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

