



Westmeston Parish Council

EMPLOYEE EXPENSES POLICY

This policy was adopted by Westmeston Parish Council on 2 February 2021

1. Introduction

- 1.1 This policy applies to all employees of the council and provides a framework to show how an employee can claim and be reimbursed for reasonable and authorised expenses that are incurred during their normal course of work.

2. Expectations

- 2.1 Employees are expected to:
- Behave honestly, responsibly and within the guidelines of this policy
 - Submit expenses claims within reasonable timescales 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 an 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 and Customs in setting the following travel related expense rates:
- Private car mileage – 45p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
 - Additional passenger mileage in a private car – 5p per mile per passenger
 - Motorcycle mileage – 24p per mile
 - Bicycle mileage – 20p per mile
 - Rail or bus fare – reimbursement of cost (standard class) 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 The council may amend these rates if guidance from HM Revenue and Customs changes, or alternate legislation recommends changes.
- 3.3 The council will not, under any circumstances, reimburse employees for penalty fines incurred due to speeding, unsafe driving or any other motoring offence, parking fines or fines for failing to purchase the correct ticket on public transport.

4. Other expenses claims

- 4.1 The following expenses are acceptable, and employees will be reimbursed for:
- Overnight accommodation and sustenance where required for attendance at a work related event (where agreed in advance with the council)
 - Professional membership fees (where relevant and agreed in advance with the council)
 - Expenses related to working from home as defined in your contract of employment (where relevant and agreed in advance with the council)

5. Claims process

- 5.1 Employees must claim promptly after incurring expenses (and no later than three months after the claim date) and submit to the council with receipts (where applicable) for approval
- 5.2 Payment will be made direct to the employee (not through the payroll) either by cheque or direct credit to their nominated bank account.
- 5.3 If you are unsure whether a claim is likely to be accepted, seek prior authorisation from the council.