



## Carn Brea Parish Council

# Employees Expenses Policy

Adopted on: 18<sup>th</sup> April 2019

Minute Number: 19/4/21

Review on: 21<sup>st</sup> January 2021

Minute Number: 21/01/22

Reviewed on 21<sup>st</sup> January 2021 (Minute Number 21/01/22)

## **1 INTRODUCTION**

- 1.1 Carn Brea Parish Council will reimburse employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business, subject to appropriate evidence being produced. Employees should not be either financially advantaged or disadvantaged because of genuine business expenses.
- 1.2 Employees are responsible for the payment of all expenses they incur, except where there are direct settlement arrangements in place with suppliers.
- 1.3 Breach of this policy may be a disciplinary offence. Deliberate falsification of a claim or the evidence needed to make a claim will constitute gross misconduct. This may result in dismissal. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

## **2 ALLOWABLE EXPENSES**

- 2.1 Carn Brea Parish Council will reimburse reasonable costs of amounts necessarily expended in the performance of duties of employment, including business travel. This does not include travel between home, the office and regular meeting rooms.
- 2.2 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 the monetary cost.

## **3 CAR ALLOWANCES**

- 3.1 Employees required to use their motor vehicle for the efficient performance of their duties will receive allowances for use of their motor vehicles on business only, after being so authorised by the Council. The mileage allowance will be in line with the National Joint Council (NJC) mileage rates which are reviewed annually. Travelling allowances for mileage incurred for business purposes will not be subjected to income tax.
- 3.2 Mileage rates will apply where personal cars are used for business purposes, irrespective of engine size. If an employee carries any other employees and/or Councillors in their own vehicle on business travel, that employee can claim 5p per passenger per business mile. The passengers must be employees and they must also be travelling on business journeys. Where an employee uses their own vehicle, the employee must ensure that the vehicle is in good working order, fully and appropriately insured, taxed and MOT'd. The Council may request the employee to print off a route planner to support the business mileage being claimed.

- 3.3 When undertaking Council business employees are required to adhere to traffic regulations. Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic Acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are the employee's responsibility and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (e.g. compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.

#### **4 TRAVEL BY TAXI**

- 4.1 Employees are expected to use taxis only when strictly necessary and where it is cost effective to do so. Employees must always obtain a receipt.

#### **5 TRAVEL BY BUS**

- 5.1 Employees should retain tickets where possible. Where an employee's season ticket already covers the cost of travel, no further claim will be allowed. Where a discount card is used, the employee should provide evidence of the additional cost incurred, for example by printing off their online statement or by printing off the journey cost provided by the finder.

#### **6 TRAVEL BY TRAIN**

- 6.1 When possible Employees should book their journeys sufficiently in advance to obtain the best possible prices.
- 6.2 First class train travel is only acceptable with the approval of the Council and if the employee needs to work, or at the Council's discretion, e.g. for very early starts, late returns or where standard class would be exceptionally crowded. Employees should retain all tickets and credit card vouchers.

#### **7 EYE TESTS AND SPECTACLES**

- 7.1 Carn Brea Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). The Council will arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced if display screen (computer monitor) equipment is used for a significant part of a working day.
- 7.2 Carn Brea Parish Council will arrange for the supply, at a subsidised cost up to a maximum limit of £40, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.

## **8 PROCEDURE FOR MAKING AN EXPENSES CLAIM**

1. Complete an expenses form
2. Attach receipts
3. Submit form to the Responsible Financial Officer
4. The payment will be authorised by the Full Council at their monthly meeting
5. Payment will be made to the employee.