BRUNDALL
PARISH COUNCIL

Expenses Policy - Staff

1. General Principles

It is the policy of Brundall Parish Council (BPC) to reimburse members of staff for expenses incurred in performing the duties, such as travelling on Parish Council business, and attending training or meetings on behalf of the Parish Council, provided the expenditure has been authorised, receipted, and certified in accordance with this policy.

All expense claims must be submitted to the RFO and accompanied by receipts.

2. Authorised Duties

Expenses claims will be considered for the following activities:-

a) travelling and associated travel expenses on journeys on Parish Council business
b) travel to and from training sessions held by NALC or other approved organisations
c) any other activity undertaken in performing their duties

Staff members can claim mileage to and from the office as per the terms of their contract.

3. Method of Travel

Members of staff 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 in line with HMRC rates as published 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 a staff member uses their own vehicle they are fully responsible for ensuring that the vehicle is in good working order, fully insured, taxed and has a current MOT certificate.

4. Subsistence

Claims for the costs of meals and beverages necessarily purchased at reasonable cost when travelling on Parish Council business. This is intended to reimburse the staff member for additional expenses as a result of having to travel on Parish Council business.

Personal incidental expenses cannot be claimed.

5. Procedure

All expenses claims must be made to the RFO for processing. All receipts should be originals.
It is important that staff members 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, members of staff should keep a log showing where journeys commenced and ceased, and the number of miles travelled.

The RFO (or other designated officer) will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be put to the Council for approval.
Failure to submit a claim for a particular item at the time is claimed later, the Council may refuse to reimburse the expenditure.

6. Reimbursement

Expense claims are normally paid in the following monthly payment run unless circumstances require payment sooner.

7. Miscellaneous Expenses

There may be other incidental expenses incurred that are not covered by these which would then prompt a discussion with the Clerk or RFO. All cases of doubt should be referred promptly to the Clerk or RFO prior to incurring the expense.

8. Abuse of this Policy

Any abuse or allegations of the abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim may result in referral to the Standards Process as a contravention of the Members Code of Conduct.

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

Adopted by Brundall Parish Council on: