

Travel Expenses Policy & Procedure

1. Introduction

This document sets out the procedures and rules which must be observed for the submission of claims for travelling and subsistence allowances.

2. Accommodation and meal allowances

2.1 Overnight Accommodation

An overnight accommodation allowance is payable to cover bed and breakfast, where you are required to stay away from home overnight. There are two types of allowance, one for accommodation in London (inside M25), and one for accommodation outside London. These allowances are subject to a maximum, which is reviewed annually.

Out of pocket expenses may also be paid to cover items such as newspapers, telephone calls and non-alcoholic drinks. This is based on a payment per night away from home and is subject to a maximum. The evening meal allowance and out of pocket expenses can be claimed in addition to the overnight accommodation allowance.

There may be exceptions where the cost of overnight accommodation exceeds the maximum allowance due to availability. In these circumstances the Town Clerk can authorise the additional expenditure. This authorisation should be attached to your claim for reimbursement.

Receipts must be produced for all claims made, except in exceptional circumstances where the Town Clerk may authorise payment without evidence of a receipt.

2.2 Allowances (inclusive of VAT)

Breakfast = £6

Tea = £3.50

Evening Meal = £12.50

Out of Pocket = £5.00 per night

Overnight Accommodation in London = £90

Overnight Accommodation outside London = £75

2.3 Travel Allowances

Mileage rates are based on the engine cubic capacity of the car used and are effective from 1st April 2010.

Car: Rate per mile 45p
 Vat per mile 1.881p

Bicycle: Rate per mile 40p

2.4 Mileage

If the individual journey is 100 miles or more round trip, either public transport costs, equivalent to second class rail fare, will be payable, or if public transport is unavailable mileage will be paid at the appropriate user rates for the whole journey and authorised by the Town Clerk prior to the event.

2.5 Hire Car

Where it is cheaper to hire a car rather than pay employees to travel in their own car, the individual should use the hire car option.

3. Completion of Claim Forms

Claim forms can be found at: P: PUBLIC/Forms/Finance forms/2021/Expense Form

The following applies when completing claim forms: -

- Enter your name, the cost centre and the month
- Enter the date and reasons for the journey and destinations
- Enter the mileage for each journey plus expenses claimed and totals
- Where you can provide a VAT receipt for the petrol purchased shortly before the date of the journey then the Town Council can reclaim the VAT at the appropriate vat mileage rate
- The form should be signed by the claimant and then authorised by the manager before being passed to the finance officer

3.2

All travel and subsistence expenses must be reclaimed using the expense form and not through the petty cash floats.

Lance Allan – Town Clerk & Proper Officer

Signed Dated

This document was approved at a meeting of the Full Council on
18th May 2021

Unless changes occur to legislation and/or scale rates occur, the next review date
is May 2025