



## **EMPLOYEES EXPENSES POLICY**

### **INTRODUCTION**

Illogan 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.

Employees are responsible for the payment of all expenses they incur, except where there are direct settlement arrangements in place with suppliers.

Breach of this policy is 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.

### **ALLOWABLE EXPENSES**

Illogan 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.

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.

### **CAR ALLOWANCES**

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.

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. The Council may request the employee to print off a route planner to support the business mileage being claimed.

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.



## **TRAVEL BY TAXI**

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.

## **TRAVEL BY BUS**

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 Oyster cards are 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 Oyster fare finder.

## **TRAVEL BY TRAIN**

Employees should book their journeys sufficiently in advance to obtain the best possible prices.

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.

## **EYE TESTS AND SPECTACLES**

Illogan Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). The Council will contribute to the cost of an eye test if display screen (computer monitor) equipment is used for a significant part of a working day.

Illogan Parish Council must provide and pay for an eyesight test for a DSE user. This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

The Council will only reimburse one eye test in any twelve-month period. If the test shows an employee needs special glasses prescribed for the distance the screen is viewed at, the Council will pay for the glasses. If an ordinary prescription is suitable, the Council will not have to pay for glasses.

## **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. An online payment will be made to the employee.

<b>Review Date</b>	<b>Reviewed By</b>	<b>Amendments</b>	<b>Minute Number</b>
08.02.17	Governance Review Committee	None	GR17/02/20.2



26.09.18	Governance Review Committee	None	GR18/09/27.2
27.03.19	Governance Review Committee	None	GR19/03/26.2
23.02.22	Governance Review Committee	Updated eye test information in line with HSE guidance	GR22/02/13.2
22.03.23	Governance Review Committee	<ul style="list-style-type: none"> <li>• Page 1 – Car Allowances – 1st paragraph – delete the last sentence.</li> <li>• Page 1 – Car Allowances – 2nd paragraph – delete the 4th sentence.</li> <li>• Page 2 – Procedure for Making an Expenses Claim – point 5 – amend to read 'An online payment will be made to the employee.'</li> </ul>	GR23/03/12.2