Polegate Town Council

EMPLOYEE EXPENSES POLICY

Policy Number 29		
Issue No.	**Date completed**	**Details of amendments**
1	21.04.23	Adopted at Finance and Policy Meeting
2	22.05.23	Adopted at Annual Stat Meeting
3	20.05.24	Adopted at Annual Stat meeting
4	19.05.25	Adopted at Annual Stat meeting
5	11.05.26	Adopted at Annual Stat meeting

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, on approved forms 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 the 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 care – 5p per mile per passenger
- Motorcycle mileage - 24p per mile
- Bicycle mileage – 20 p per mile
- Rail or bus fare – reimbursement of cost (standard class) as shown on ticket
- Parking – reimbursement of cost as shown on ticket (only available 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 Mileage should only be claimed for distances in excess of normal travel to work. You cannot claim mileage for normal travel between home and work.

3.4 The Council will not, under any circumstances, reimburse employee 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 line manager)
- Professional membership fees (where relevant and agreed in advance with the line manager)
- Annual eye-testing (for employees who regularly use Visual Display Units (VDU's))

5. Claims process

5.1 Employees must complete an approved expenses claim form (appendix A) promptly after incurring expenses (no later than three months after the claim date) and submit their line manager for approval.

5.2 The line manager is responsible for checking the claim complies with this policy and includes receipts (where applicable). Once satisfied, the line manager will sign the form, thereby authorising the payment to be made.

5.3 Payment will be made direct to the employee (not through the payroll) either by cheque or direct debit to their nominated bank account.

5.4 Any employee unsure whether a claim is likely to be accepted is advised to speak to their line manager prior to incurring the expense.

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate **Town Clerk/Proper Office/RFO**

Appendix A – Employee Expenses Claim Form

In accordance with the council's Employee Expenses Policy, employees are entitled to claim for reasonable and authorised expenses that are incurred during their normal course of work.

All claims must be submitted on the Council's expenses claim form.

Employee Name					
Car Mileage Claim					
Date	**Travel from**	**Travel to**	**Reason**	**Miles**	**Amount**
Other expenses claim (attach receipts for any item over £10)					
Date	**Reason**				**Amount**
Total Expenses Claim					
				Amount	

I declare that the details above are correct, and I claim the amount shown in accordance with the Council's Employee Expenses Policy.

Signed (Employee):

Date:

Signed (Line Manager):

Date: