

Reimbursement of Expenses Policy

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Document History	
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1. Objectives and Scope

- 1.1 There are circumstances when employees incur additional expenditure whilst on Council business and employees should not be placed at a financial disadvantage as a result of this. The principles for reimbursing expenditure apply to all Council employees.

2. Principles of Reimbursing Expenditure

- 2.1 Employees should always have confirmation from their manager that any expense will be reimbursed before incurring the expense.
- 2.2 Claims for expenses must be made by submitting a Time & Expenses claim on iTrent Employee Self Service (ESS).
- 2.3 Claims need to be submitted and approved by the 10th of each month for processing in that month's salary.
- 2.4 In order for claims to be eligible for reimbursement they must be submitted as soon as possible after the month in which the expense was incurred and must be no older than 90 days. If this is not practical, written approval for any extension will be required from line managers. The Council reserves the right to withhold any payment where written approval has not been sought.
- 2.5 A VAT receipt must be attached to each expense claim as proof of expenditure. Where this is not possible, another form of proof of expenditure must be attached.
- 2.6 All expenses claims must be authorised by the employee's manager or the appropriate budget holder.
- 2.7 Mileage claims for using a private vehicle for work purposes can only be made if there is no other alternative.

3. Travel Expenses

- 3.1 If you are required to travel for business during your normal working day then you are able to claim back the cost incurred in excess of home to your usual place of work through the Time & Expenses claim on iTrent.
- 3.2 The following considerations must be made prior to every journey, by the employee and their manager, before approval is given for an employee to use their private vehicle for work purposes and to submit mileage a claim.

1. Is the meeting/visit absolutely necessary? E.g. can it be done on the telephone or Teams instead?

2. Is 'active travel' possible as an alternative to using own car, e.g. walking, cycling etc (there is a cycle mileage rate of 37p per mile as an incentive for staff to use their own bicycle for work purposes)
3. Staff must use public transport or a pool car instead of their own vehicle wherever possible, safe and practical.

3.3 Current allowance rates are:

- Car allowance: 45p per mile (25p for any miles above 10,000 in one year)
- Cycle allowance: 37p per mile
- Motorcycle allowance: 40.9 per mile
- Car allowance for travel to training courses: 24p per mile.

3.4 For car and motorcycle claims, the Council must hold a record of your insurance that covers business use and your MOT certificate, and these documents must be checked by your line managers before your first claim, and when they are renewed. If your insurance does not cover business use, then you must not drive on Council business and will be unable claim mileage.

3.5 If employees use public transport to travel on Council business, second class travel should be used. If day returns, season tickets, rail cards or other rail concessions are available, they should be used if a saving would result. Employees should always select the most cost effective form of travel.

4. Subsistence Reimbursement

4.1 Subsistence reimbursements will be paid to employees who are required to travel from their usual place of work and where additional costs for meals are incurred. In this case approved actual expenses, as evidenced by a VAT receipt, will be paid up to the maximum limits, set out below.

4.2 The periods and limit for reimbursement are:

Period	Reimbursement Maximum Limit
Breakfast (Before 7.30am)	£8.73
Lunch	£12.06
Tea (After 6.00pm)	£4.78
Dinner (After 8.30pm)	£14.93

4.3 These maximum limits are reviewed annually by Payroll, in line with guidance received from South East Employers.

4.4 Tea and Dinner allowances cannot be claimed for the same evening.

4.5 Only under exceptional circumstances may an employee claim approved actual costs in excess of the limit. When employees have to stay overnight on Council business then approved expenses will be reimbursed.

- 4.6 No element of costs relating to alcoholic drinks or tips will be reimbursed. However, there may be occasions where hospitality/promotional events may have to be offered by an employee, in the course of Council business. With authorisation of an Assistant Director, these will be reimbursed.
- 4.7 Hotel bills should be paid directly by the Council, or invoiced to the Council, so that the VAT element can be claimed. Private expenditure must be paid by the employee (e.g. private telephone calls).

5. Change in Place of Work

- 5.1 Where an employee is subject to a compulsory change in their place of work, e.g. another Council site, they will be reimbursed the additional costs arising from that move for a period of four years.
- 5.2 Acceptable expenses would include the difference in the cost between the employee's home and the new place of work compared to the employee's home and the previous place of work. For some employees this may mean additional expenses, for others there may be a gain. Only those that incur additional expense can claim for excess travel costs – if you're journey is shorter you cannot claim.
- 5.3 Reimbursement of additional travel costs will be paid on the basis of 2nd class public transport rates or petrol costs, where a private car is used.
- 5.4 **The actual cost of the petrol element will be reimbursed, not a mileage rate.**
- 5.5 The items of expenditure and the period for which the reimbursement is made, is subject to an agreement made with the manager.
- 5.6 Within the three month period in which additional costs are claimed, if an employee returns to their original place of work, or voluntarily moves into another job, then this allowance will cease.

6. Post Entry Training

- 6.1 In approved cases, employees that enter into post entry training, requiring attendance at college/university, may claim travel and subsistence expenses where additional costs have been incurred.
- 6.2 This also applies to the purchase of approved essential course textbooks, not every item on the recommended reading list. In all cases, receipts for these must be produced for reimbursement purposes.
- 6.3 Each case must be agreed and signed off by the manager sponsoring the employee. The principle for any claim should be to claim the lowest amount of expenditure.

- 6.4 Staff attending training or study courses will be reimbursed 24p per mile if they need to use their private vehicle.