

## **SANDY TOWN COUNCIL**

# **Travelling Expenses Policy**

- 1 All employees and members of council are entitled to claim for out of pocket expenses such as travel costs in the course of carrying out their responsibilities and duties.
- 2 Expense claims should be completed in writing using the appropriate forms and submitted to the Town Clerk for payment.
- 3 Employees and members are entitled to claim the same travelling allowances but the mechanisms for claiming are different.
- 4 Sandy Town Council will participate in the Government's cycle to work scheme at the request of any employee. The scheme is not available to those who are not directly employed by the Council.

### **Employees**

- 1 Employees' expense claims will be authorised by the Town Clerk or in the case of the Town Clerk by the Town Mayor.
- 2 Employees will use the most economic form of travel in terms of cost and time, taking into account the different modes of travel, traffic and fares available.
- 3 Employees may claim direct reimbursement for 2<sup>nd</sup> class train fares, bus fares, taxi fares and car parking. Receipts should be provided whenever possible.
- 4 Employees whose terms and conditions of employment are those negotiated by the NALC/SLCC National Agreement may claim reimbursement for car, van, motor cycle or bicycle journeys using the current National Joint Council (NJC) recommended casual users expense table. Reimbursement will be made via salary payments and will be subject to income tax. Mileage rates will be determined by vehicle engine size (in the case of cars, vans and motor cycles) in accordance with the NJC scheme.
- 5 Employees whose terms and conditions of employment are not those negotiated by the NALC/SLCC National Agreement **or** who choose not to claim travelling expense under the NJC expense table may claim mileage up to the maximum permitted under the HMRC Fixed Profit Car Scheme. Travelling allowances for mileage incurred for business purposes will not be subject to income tax and will be reimbursed by cheque. The mileage rates will apply where personal cars are used for council purposes irrespective of

engine size. The rate for cars, vans, motor cycles and bicycles will be that set by the HMRC.

- 6 When undertaking Council business employees are required to adhere to traffic regulations.
- 7 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 responsibility of the individual employee and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (eg compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc. Employees insured by the Council and required to hold a driving licence as a condition of their employment are required to notify the employer of any driving penalties imposed by the police or courts including fixed penalties and parking tickets in accordance with the policy laid out in the staff handbook.

## **Members**

- 1 Members' expense claims will be authorised by Council through the usual procedure for approving all payments.
- 2 Reimbursable Mayoral and Member travel will be restricted to the Central Bedfordshire, Luton and Bedford Borough areas also St Neots, Godmanchester and other locations very close to the Bedfordshire county border. Travel to any other locations will be by Council approval only.
- 3 Members will use the most economic form of travel in terms of cost and time, taking into account the different modes of travel, traffic and fares available.
- 4 Members may claim direct reimbursement for 2<sup>nd</sup> class train fares, bus fares, taxi fares and car parking. Receipts should be provided whenever possible.
- 5 Members may claim reimbursement for use of personal cars or motor cycles for council purposes either using the using the current National Joint Council (NJC) recommended casual users expense table. Reimbursement will be made by cheque and will be subject to income tax. Mileage rates will be determined by vehicle engine size in accordance with the NJC scheme.

The Town Council will supply information to HMRC on the expense claims made under this scheme if requested however it is the responsibility of individual members to declare such income to HMRC themselves.

- 6 Alternatively Members may claim mileage up to the maximum permitted under the HMRC Fixed Profit Car Scheme. Travelling allowances for mileage incurred for business purposes will not be subject to income tax and will be reimbursed by cheque. The mileage rates will apply where personal cars

are used for council purposes irrespective of engine size. The rate for cars, motor cycles and bicycles will be that set by HMRC.

- 7 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 responsibility of the individual member or employee and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (eg compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.