
Expenses Reimbursement Policy



Council of the
ISLES OF SCILLY

1st April 2016

Approved

CONTENTS

Contents.....	1
Document Details.....	2
Version History.....	2
Equalities Impact Assessment Record	2
Document Retention.....	2
Introduction	3
Mainland based Officers	3
Business travel and expenses	3
Travel to and from the islands	3
Travel within the islands	4
Hire car / train travel on the mainland	4
Use of own car/motorbike on the mainland	4
Use of own car/motorbike on St Marys.....	4
Subsistence allowances	4

Approved

If you require this document in an alternative language, in larger text, Braille, easy read or in an audio format, please contact the Council at diversity@scilly.gov.uk or telephone 01720 424000.

DOCUMENT DETAILS

Version	2016/17 Update	Approving Committee	Full Council
Date	01 April 2016	Ratified by Council	
Responsible Officer	Rhona Holland	Review Date	February 2017

VERSION HISTORY

Date	Version	Author/Editor	Comments
25/11/16	Updated	Rhona Holland	Approved changes to amounts

EQUALITIES IMPACT ASSESSMENT RECORD

Date	Version	Author/Editor	Comments

DOCUMENT RETENTION

Document retention period	
---------------------------	--

INTRODUCTION

This policy applies to all permanent and temporary employees working under the National Joint Council for Local Government Services conditions of service.

The Council of the Isles of Scilly can only commit or spend within certain limits of both authority and amount. Any employee exceeding the limits or breaching the rules governing such expenditure will be dealt with under the disciplinary procedure, which could entail instant dismissal.

The amounts shown in this policy are the maximum claimable. Prior authorisation from the Senior Manager: Finance and Strategic Development must be obtained if amounts to be claimed are for more than specified in this policy.

Where appropriate, employees should consider using the video conferencing, webex or similar services available, rather than travelling to the mainland.

MAINLAND BASED OFFICERS

All employees are required to work at or from any of the Council's premises on the islands. However, from time to time because of limitations on available housing, geographic and organisational requirements, employees may be mainland based which results in them incurring additional expenditure when attending the work place.

Authorised travel and subsistence costs are reimbursed in accordance with this policy set out below.

BUSINESS TRAVEL AND EXPENSES

Where employees are required to travel in the course of their duties they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used the cheapest travelling fare should be chosen.

It is the Council's policy not to pay for first class travel.

TRAVEL TO AND FROM THE ISLANDS

When travelling to and from the islands, tickets for flights must be booked in advance through BizDeals through one of the trained administrators and full Council Purchase Orders completed.

TRAVEL WITHIN THE ISLANDS

Wherever possible a scheduled boat should be used. Where this is not possible, special inter island boats, approved in advance by your line manager, should be booked in advance and Council Orders completed. The costs of inter-island boats and private hire vehicles can be reclaimed on an expenses claim form or petty cash may be used.

HIRE CAR / TRAIN TRAVEL ON THE MAINLAND

All staff should consider value for money when arranging for train or car hire, taking into account personal safety, time and any additional accommodation which may be needed. Travel should be at the standard class on trains unless prior approval is obtained from the Chief Executive. Advance fares should be booked wherever possible. The cost of hiring a car should be appropriate for the length of journey and number of people to be carried. Petrol costs will be reimbursed upon production of a receipt. Train and car hire must be booked in advance and Council Orders completed.

USE OF OWN CAR/MOTORBIKE ON THE MAINLAND

Staff wishing to use their own car for travel on the mainland must have prior written authorisation from their Senior Manager to use a private car or motorbike on official business and to receive the associated allowance after sight of appropriate insurance and driving licence. This must be forwarded to the HR Department. The authorisation will last for as long as the insurance cover is valid.

Employees should record all trips made on the Staff Mileage Form. The mileage incurred will be reimbursed at 45p per mile for journeys on the mainland. This mileage amount includes petrol costs. Claims for reimbursement should be made on a monthly basis.

USE OF OWN CAR/MOTORBIKE ON ST MARYS

Island based staff who need to travel around St Mary's using a car or motorbike as part of their normal duties are entitled to a car/motorbike allowance. Car/motorbike allowances must be approved in advance by their Senior Manager on the authorisation for employee to use a private car or motorbike on official business and to receive the associated allowance form after sight of appropriate insurance and driving licence. This must be forwarded to HR. The authorisation will last for as long as the insurance cover is valid. Employees should record all trips made on the claim for Mileage Allowances form. The mileage incurred will be reimbursed at 45p per mile. This mileage amount includes petrol costs. Claims for reimbursement should be made on a monthly basis.

SUBSISTENCE ALLOWANCES

Employees necessarily incurring additional expense in the course of their work in respect of meals travel, or overnight accommodation are eligible to claim subsistence allowance as per the table below.

Employees can only claim actual expenditure (excluding alcoholic drinks) up to the maximums below. A valid receipt for the actual expenditure incurred must accompany and support each claim otherwise no reimbursement will be made.

Subsistence Expenses	Amount (excl VAT)	London Amount (excl VAT)
Total daily allowance (if overnight stay)	£28.00	£28.00
Total day trips allowance	£13.00	£13.00
<i>NB These amounts include all subsistence.</i>		

Absence overnight (per night)	Amount (excl VAT)	London Amount (excl VAT)
Absence overnight with friends and family (per night) & TAXABLE	£25.00	£25.00
Overnight provision B&B / Hotel (Maximum)	£95.00	£150.00
<i>N.B London rate also applies to attendance at the Annual Conference of the LGA or other associations as approved by the Secretaries of State</i>		

Bed and breakfast accommodation must be booked in advance and Council Orders completed.

Other Expenses	Amount (including VAT)	London Amount (including VAT)
Out of pocket expenses (per day and overnight)	£5.00	£5.00
Out of pocket expenses (per week)	£20.00	£20.00
<i>NB Where possible identification & proof of expenditure should be retained.</i>		

Travel – Casual		
Vehicle first 10,000	0.45	0.45
Vehicle 10,001 +	0.25	0.25

Other reasonable expenses may be claimed if accompanied with receipt e.g. taxi fares, car parking etc. The Section 151 Officer will define what may be considered reasonable and may reject some claims if advice is not sought in advance. Claims for alcoholic beverages will not be reimbursed.

VATable receipts must be obtained for all expenditure (a credit card print out is not a receipt).

In exceptional circumstances, and where authorisation is given to an individual employee by their Senior Manager, additional expenditure supported by a receipt may be payable.

Approved