

REIMBURSEMENT OF EXPENDITURE

TRAVEL AND SUBSISTENCE ALLOWANCES

Business Mileage Expenses

All staff must inform HR immediately of any circumstances that may impact on their ability or entitlement to drive a vehicle for business purposes.

All staff must ensure that their insurance covers travel for business use.

All claims for business mileage must be:

- Detailed on the relevant mileage reimbursement form
- Submitted for reimbursement in the month after the expense was incurred
- Approved by a manager with the authority to authorise expenses
- Accompanied by a VAT fuel receipt that covers the date of travel and is sufficient to cover mileage undertaken.

With regard to journeys outside the Folkestone & Hythe District area officers who are in receipt of a car allowance should ordinarily use their vehicle and reimbursement will be at the appropriate mileage rate. Officers who are not in receipt of a car allowance should claim mileage for any business journey that is within a boundary of 60 miles from the Civic Centre. For journeys outside this boundary reimbursement will be at the cost of second class public transport unless the mileage claimed for a journey done by car is cheaper than the public transport cost.

Where several persons need to make the same journey together and travel together in one vehicle, car mileage would be approved (one vehicle only) if this costs less than the cost of total rail fares.

Claims for reimbursement for those who travel by car because it is impracticable to make the journey by public transport should include the statement "rail fare claimed in lieu of mileage" on the mileage claim form.

Individual cases may need to be considered on its merits and if in doubt staff should consult with their authorising manager.

Car Allowances and Reimbursement Rates

Vehicle requirements and the applicable mileage reimbursement scheme will be outlined in individual contracts of employment.

Those occupying a post at pay Grade H and above will be entitled to the following car allowance as long as they meet the qualifying conditions noted below:

Pay Grade	Car Allowance (Per Annum)	Mileage Reimbursement Rate
H-J	£3,900	£18p per mile
K-L	£4,236	£18p per mile
Director / Chief Exec	£6,360	£18p per mile

In order to receive the above allowances such Officers must hold a full driving licence. A full allowance will not normally be granted in any situation where the hours worked are less than two thirds of the full working week (ie 2/3 of 37 hours).

Staff who occupy posts between pay Grade A and pay Grade G who are required to use their personal vehicle on a frequent basis for work purposes are eligible to apply for the following car allowances:

Car Allowance (Per Annum)	Mileage Reimbursement Rate	Qualifying Criteria
£3,036	18p per mile	Over 4,000 business miles claimed for in each of the past 3 financial years. Applications for the allowance must be received in April and will commence from 1 st April of relevant year. Allowance will be in place for three financial years (ending 31 st March of relevant year) and will need to be re-applied for after this period.
£1,800	18p per mile	Over 1,800 business miles claimed for in previous financial year. Qualifying criteria and allowance is pro-rata for part-time staff. Applications for the allowance must be received in April each year and will commence from 1 st April. Allowance will be in place for one financial year (ending 31 st March) and will need to be applied for on an annual basis.

All officers in receipt of a car allowance must have their own vehicle readily available for business use. Allowance payments will be made on a monthly basis and will be subject to tax and National Insurance deductions.

The mileage reimbursement rate for all staff not eligible to receive a car allowance will be in line with HMRC approved rates.

Rail Travel

Requests for routine and straightforward train tickets, e.g. day return to London including underground, can be made in advance using the form available on the intranet. Requests for non-standard tickets, e.g. journeys further afield than London, can be requested directly to the Case Management team. The train ticket will then be available for collection in advance of travel from the nominated train station.

Requests for train tickets should be submitted five working days prior to travel. If the train travel is at shorter notice then the individual will need to purchase the ticket directly. In this instance, claims for the reimbursement of train tickets should be made on the expenses claim form and submitted along with the necessary documentary evidence (e.g. receipt) to the appropriate Manager for authorisation.

Subsistence

Reasonable reimbursement will be made to officers who are prevented by their official duties from taking a meal at their home, or place of work where they normally take their meals, and thereby incur additional expenditure. Claims for subsistence must be:

- Detailed on the relevant expenses claim form
- Submitted for reimbursement in the month after the expense was incurred
- Approved by a manager with the authority to authorise expenses
- Accompanied by receipts for all items claimed for
- Subject to the following maximum amounts:

Reimbursement (£)

Per night	5.28
Per week	21.09
Breakfast	6.88
Lunch	9.50
Tea	3.76
Evening Meal	11.76

The authorising manager may approve to the reimbursement of subsistence expenses in excess of these maximums in exceptional circumstances.

Overnight Provisions

Officers who are required to make overnight stays in the performance of their official duties will be reimbursed approved expenses.

If any claim exceeds the current rates above, the agreement of the relevant Director will be needed before reimbursement can be made, but no payment will exceed the members' allowances. These currently stand at:

Absence overnight	£84.75	(Normal)
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Attendance at London or the
Annual Conference of the
Association of District Councils – £96.70
increased to

PROFESSIONAL SUBSCRIPTIONS

The Council will reimburse the membership subscription for an officer to one professional association, subject to a receipt being submitted via an expenses claim to payroll and that membership being considered essential to the duties of the post. The decision as to whether the membership is essential will be made by the Head of Service (or Corporate Director) in conjunction with the Head of Human Resources. In exceptional circumstances more than one subscription may be payable with the approval of the relevant Corporate Director and the Corporate Director (Organisational Change) following a recommendation by the relevant Head of Service.

If an officer leaves the employment of the council, the remaining proportion of the professional fees will be deducted from the officers final months pay.

DISTURBANCE ALLOWANCES

If an officer's administrative centre changes through reorganisation or circumstances beyond their control, the following arrangements will apply:

If additional travelling expenses are incurred, an allowance equal to the difference between the cost of travelling (1) from home to the new place of work and (2) from home to old place of work.

Such allowances will be paid for a period of 4 years plus an additional period of up to 2 years dependant on the amount being paid, which is proportionally reduced by $\frac{1}{3}$ in the first year and $\frac{2}{3}$ in the second or £2.84 whichever is the lesser. The amount payable is based on either:

- (a) 2nd class train and/or bus fares, or
- (b) mileage allowances in respect of an additional mileage actually involved in the change of place of employment if the officer is an authorised car user, or where public transport is not available (mileage rates in line with National Conditions).