



BUDE-STRATTON TOWN COUNCIL
TRAVELLING AND SUBSISTENCE
PAYMENTS POLICY 2007

Introduction

This document sets out the conditions for the payment of Travelling Allowances and Subsistence Expenses to members and employees of Bude-Stratton Town Council.

The policy is based on the National Joint Council Scheme (NJC) of Conditions of Service and all travel allowances shall be paid in accordance with the current NJC rates.

Travel Allowance Conditions

1. Travelling allowances shall be paid at the current NJC rates appropriate to the cubic capacity of the vehicle used
2. Travelling allowances shall only be paid to those members and employees who have incurred necessary expenditure in the performance of approved official duties
3. Travelling allowances claimed in accordance with this policy shall only be paid on the submission of a duly certified official form
4. All employees undertaking official business travel shall ensure they hold an appropriate driving licence for the class of vehicle being used and that the vehicle is taxed, has a valid MOT certificate where appropriate and is covered by an adequate Motor Insurance Policy which includes clauses covering Business Usage
5. In the case of members of BSTC:-
 - (a) the member must be officially delegated as the BSTC attendee to a group or organisation in order to be eligible to claim travelling and subsistence payments related to attending meetings of that organisation
 - (b) one off attendances at courses, conferences or meetings should be approved by the Council or the appropriate committee prior to the members attendance
6. In the case of employees of BSTC:-
all travelling shall be authorised by the Town Clerk prior to each journey being undertaken
7. All travelling shall be organised in the most economic manner. In determining the most economic manner the Council or the Town Clerk shall take account of other related costs, such as staff salaries and the economic use of staff time
8. Where more than one member and/or employee is making the same journey, wherever practicable, arrangements shall be made to ensure the least number of vehicles are used
9. The Council shall not make additional mileage payments to a member or employee conveying official passengers
10. Travelling expenses will not normally be paid between an employees home and their normal place of work or vice versa
11. Where an employee undertakes a journey on their way from home to their normal place of work (or vice versa) then the full distance of the journey shall be claimed LESS the distance normally travelled between their home and work

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12. Where an employee undertakes a journey from home and returns to their home they shall claim the lesser of:
 - (a) the actual distance travelled or
 - (b) the distance that would have been travelled had the journey been undertaken from/to their place of work
13. Individual members and employees shall be responsible for negotiating with the Inland Revenue their personal tax allowance/liability in respect of travelling expense payments and may choose to keep their own records of journeys undertaken/expenses incurred in the course of performing their duties for tax purposes
14. Payment of travelling allowances shall be through the Payroll System (in the case of an employee it will be included in the appropriate wage/salary payment) and the Council shall deduct such amounts as required by legislation (tax, national insurance etc). Travel claim forms must be certified and received by the Town Council office by the 12th of each month in order to be paid during the same month. Failure to meet this deadline will result in payment being delayed. Claims should normally be made within a month of the date of travel and, at the longest, by the end of each quarter (ensuring claims cover the same financial year and do not span the year end)

Subsistence Expenses Conditions

Subsistence expenses will be reimbursed to members and employees who are prevented by their official duties from taking a meal at their home, administration centre, or place where they normally take their meals, and thereby incur additional expenditure, subject to the submission of a valid VAT receipt for such expenditure

1. Subsistence expenses shall only be reimbursed to members and employees in the performance of approved official duties (see '5' and '6' above)
2. Where possible members and employees should arrange their travelling so as to avoid incurring subsistence expenditure
3. Subsistence expenses shall only be paid on the submission of duly certified official claim forms
4. Subsistence expenses shall only be paid in respect of actual additional expenditure duly supported by receipts, which should be VAT receipts wherever possible
5. Claims for breakfast and evening meal can only be made when they could not reasonably be expected to take such meals at home due to the unreasonable departure/arrival times
6. Subsistence expenses shall only be paid to the maximum NJC allowance amounts
7. Subsistence expenses shall be paid through the Council's Payroll system and, in the case of employees, included with the appropriate wage/salary payment (see '14' above)

Procedure

1. Members and employees who incur expenditure as a result of undertaking their official duties shall be entitled to re-claim all or part of such expenditure in accordance with the Council's Policy on the payment of Travelling and Subsistence Expenses
2. Claims for expenses must be made on official claim forms which can be obtained from the Town Council office
3. In respect of travelling the form must be completed accurately and completed showing full details for each journey undertaken