

REIMBURSEMENT OF EXPENDITURE

1. Colleagues necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to receipts being produced. (In exceptional circumstances small sums may be reimbursed without receipts provided there is other evidence of the expenditure and the colleague can explain why it was not possible to obtain a receipt.)
2. Claim forms are available from departmental HR officers. These must be completed and signed by the colleague and then approved by their manager.
3. The fraudulent submission of claims for reimbursement of expenditure will be treated as gross misconduct.
4. In exceptional circumstances advance payments in respect of reimbursement of expenditure can be authorised. In such cases receipts for the expenditure incurred will be submitted within seven days of the colleague's return to work. If receipts are not submitted within the seven day period, or if the advance payment exceeded the total justified by the receipts, the advance (or the excess) will be recovered from the colleague's pay at his/her next pay day.
5. It is the settled policy of the Council that expenses payable to colleagues should not exceed those available to councillors (see below).
6. Guidance on the reimbursement of expenses linked to training (other than in respect of meals, travel and accommodation) is set out in the section of this handbook dealing with training and development.
7. The allowances set out below are the maximum amount which can be claimed in respect of any expenditure. Amounts claimed will still have to be justified and approved as set out above. A receipt must be obtained and the expenditure must be necessary and additional to the colleague's ordinary expenditure on a meal at the relevant time. (A deduction of £1.00 for breakfast and lunch and £2.00 for an evening meal should be made from all claims in respect of a meal taken at that time and the national agreement only allows for the reimbursement for additional costs).
8. The amounts will be updated periodically in line with the provisions for councillors.

Breakfast (before 11.Am)	Maximum £5.00 Vat Inc
Lunch (12noon - 2pm)	Maximum £5.00 Vat Inc
Evening Meal (After 5pm)	Maximum £10.00 Vat Inc

Over night Accommodation

9. Where possible, the cost of overnight accommodation should be contained with the following limits:

Maximum for overnight accommodation outside Central London	£ 79.82 Vat Inc
Maximum in Central London	£91.04 Vat Inc

If accommodation is not available within these limits then the actual cost will be met provided it is reasonable. Where attendance at a conference or similar event necessitates an overnight stay, accommodation at the conference hotel or a hotel of an equivalent standard will be arranged and paid for by the Council. For meals taken in connection with the event, the reasonable actual cost will be reimbursed, or paid in accordance with the subsistence rates set out above, subject to production of a receipt to the colleague's manager.
