

FALKIRK COUNCIL - TRAVEL & EXPENSES CLAIM FORM

GUIDELINES FOR EMPLOYEES

Guidelines for Employees - How to Claim for Travel & Expenses

These guidelines provide assistance to employees in claiming travel and expenses payments. The rules for claiming these allowances are set out in the relevant Conditions of Service and the Driving at Work Policy.

POOL CARS

The Driving at work policy states that you must use a pool car where it is available. If you do not use a pool car, then then you must indicate on the claim "POOL CAR UNAVAILABLE" or "POOL CAR NOT PRACTICAL".

USER TYPE

Where a personal car is used for Council business, Falkirk – Car should be selected and a mileage rate of 45p per mile will be paid. Where a personal cycle is used for Council business, Falkirk – Bicycle should be selected and a mileage rate of 20p per mile will be paid.

Notification of the User Type of each user should be provided by the manager before any claims are submitted. Such notification may be made using HR forms Plus New Appointment or Payroll Related change.

MAKING A CLAIM

General Details

It is important that all boxes are completed clearly i.e. Name, Employee Number, Month Ended Date, Home Address, Workplace / BASE Address, Vehicle Registration, Post ID, Job Title, Service and User Type. It is **essential** that you enter your **Employee Number** and **Post ID** accurately. Failure to do so may result in the payment being delayed or being wrongly credited to another employee. Your current Employee Number and Post ID are printed on your most recent payslip.

All claims for payment of the above allowances must be accompanied by a petrol VAT receipt to cover the VAT that the Council is able to recover in respect of the reimbursement for business mileage. Claims must be submitted within 2 calendar months; otherwise the payment may be rejected.

- Your claim **MUST** cover duties worked in a **WHOLE** calendar month. Authorised claims **MUST** reach the Payroll Section by the 10th of each month. Please pass your claim to your Manager early enough to enable this deadline to be met. Authorised claims received after the 10th of the month cannot be guaranteed for payment that month.
- Your claim may be completed online using the PDF format claim and then printed out for authorisation or completed in writing on a blank printed version of the claim form and then submitted for authorisation.
- Forms that are not completed fully or are not authorised properly will be returned unpaid.
- For handwritten forms, any blank lines must be "Z" scored before the form is authorised.
- Your claim for travel and expenses will be authorised by your Manager / Headteacher only if he / she has agreed in advance that the expenditure is necessary in relation to the performance of your duties, is assured that the claim represents a genuine record of the expenses incurred and is satisfied that appropriate evidence is provided to support the claim.

JOURNEYS OUTWITH THE FALKIRK COUNCIL AREA

For journeys to places outwith the Council area for which public transport is reasonably practicable, payment is restricted to the equivalent public transport costs. Such journeys will only qualify for payment of car allowance where authorised in advance by the Service Director/Head of Service.

INSURANCE AND DRIVING LICENSE

All employees who use their cars on official business are required to have a clause included within their current car insurance policy indemnifying the Council against all third party claims. They will also be obliged to produce evidence of a current, valid driving licence.

WORK DETAILS AND REASON FOR JOURNEY

Use these boxes to show the Date, Times, Start and End Point of each Journey with places visited en route and the reason for the journey e.g. Site Visit, Client Visit or Meeting. You can enter HOME or BASE where the journey starts or ends at that location.

HOME TO BASE / BASE TO HOME (TAXABLE)

This box should be used where an employee is called out to their normal workplace / base to attend an emergency incident. Mileage must not be claimed in respect of the employee's normal commuting from home to work. Only whole miles should be claimed.

BUSINESS MILES (NON-TAXABLE)

This box should be used where an employee travels from their BASE to other places of work or between places of work. It may also be used to claim where an employee travels directly from / to HOME to / from a place of work other than their BASE. In such cases, the claim is restricted to the distance that would have been travelled had the journey started from / ended at the employee's BASE. Only whole miles should be claimed.

SUBSISTENCE AND OTHER EXPENSES

These columns should be used to record the type, amount and VAT (VAT receipt required) in respect of subsistence and other expense claims. Receipts are required.

Employees 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 the appropriate evidence of expenditure being produced i.e. receipts.

Payment will only be made where an employee cannot take a meal at his/her home, work location, or other establishment where he/she normally takes a meal, or where there are no Council buildings with canteen facilities within reasonable reach and as a result additional expenditure is incurred.

- Prior approval from their line manager must be sought by the employee.
- The following maximum allowance applies:
 - Breakfast - £2.00
 - Lunch - £3.00
 - Dinner - £5.00
- Payment will only be made on production of a VAT receipt.
- In exceptional circumstances, the Head of Service has the discretion to authorise the reimbursement of any additional cost incurred in addition to the amounts above, provided on an appropriate receipt is provided.
- Where employees are attending training courses or seminars which involve an overnight stay away from home, the Council will pay the agreed cost, by invoice for reasonable expenses, including dinner, bed and breakfast, where appropriate.

GUIDELINES FOR AUTHORISING OFFICERS

This form **MUST** be authorised by a Director, Head of Service or other Authorised Signatory and forwarded to the Payroll Section by 10th of the month. Before authorising the claim, you should check for accuracy (including totals) and ensure that receipts including VAT receipts for petrol have been attached. Receipts should be stapled rather than clipped to the claim so that they do not become detached.