



Medway Council

Subsistence and Expenses Policy

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1. Introduction

1.1 Employees who ~~are required~~, through the performance of their official duties, ~~to differ their normal meal arrangements thereby incurring additional expenditure~~, incur personal expenditure related to those duties (such as travel, car parking, tolls, accommodation and meals (with the exception of Subsistence)) will be reimbursed the actual costs.

1.2 Subsistence will be reimbursed in line with the guidelines as set out at Section 11.

~~A reasonable level of expenditure should be agreed with the line manager in advance.~~

2. Eligibility to claim

2.1 Employees are allowed to claim only when their duties require them to incur additional personal expenditure and where their manager has pre-authorised the spend. ~~y are prevented from taking their normal meal arrangements and thereby incur additional expenditure.~~

3. Amount claimable

3.1 Employees are allowed to claim only their actual expenditure. See guidelines below.

4. Receipts required

4.1 Expenditure ~~should~~must be supported by itemised VAT receipts for the expenses claim to be paid.~~wherever possible.~~

5. Claim forms required

5.1 Claims should be made via the on-line portal on Self-Serve 4 You or, where access is not possible, then on the appropriate Travel and Subsistence claim form and submitted promptly at the end of each month to the appropriate authorising manager.

6.0 Claim submission timescales

6.1 All claims must be submitted by the 6th of each month (or the previous last normal working day where the 6th falls on a weekend or Bank Holiday) to ensure payment in the next available salary.

6.2 All claims must be submitted within three months from the date of spend, any claim received after this period will be returned unpaid.

6.3 Where exceptional circumstances (such as long term absence) has prevented the claim from being submitted within the three month window, the employee should contact their respective Pay Clerk with a detailed explanation that has been supported by their Line Manager.

7. Alcoholic drinks

- 7.1 No reimbursement ~~is will be~~ made for alcoholic drinks, and where a purchase has been made as part of an itemised receipt then this must be deducted from the claim prior to submission-

8. Breakfast, Lunch, Tea and Evening Meal

- 8.1 As a guide, the following times should be used by Managers when determining whether or not subsistence for meals may be claimed by an employee.

Breakfast	- If the journey from work starts before 7.30am
Lunch	- If absent from usual workplace between 12 noon and 2pm
Tea	- If required to work after 6.30pm
<u>Evening Meal</u>	- If required to work after 8.30pm

- 8.2 ~~Note, in normal circumstances, s~~Subsistence will not be paid to employees working at another Medway Council establishment that is not other than their normal place of work during the above periods.

9. Tea and Evening Meal dinner- same day claims

- 9.1 The costs of tea and dinner-evening meal are not claimable when incurred on the same day

10. Work at normal place of employment

- 10.1 Employees who are required to work at their normal place of work but outside normal hours can claim meal costs if work continues after 6.30 pm (for tea) or after 8.30pm (for dinner).

11. Subsistence rates – Guidelines for reasonable expenditure

Meal	Amount	Details
Breakfast	£5.00	If the journey from work starts before 7.30am
Lunch	£7.00	If absent from usual workplace between noon and 2.00pm
Tea	£3.00	If required to work after 6.30pm
Dinner	£10.00 <u>£15.00</u>	If required to work after 8.30pm

12. Car Parking

- 12.1 Employees ~~will be~~ not ~~be able to~~ entitled to claim expenses for car parking at their normal place of work.
- 12.2 Car parking fees should only be claimed when there is no reasonable alternative means of free parking.
- 12.3 When claiming for parking fees, tickets or receipts must be provided.~~are required where appropriate.~~

13. Toll Fees and Congestion Charges

- 13.1 Where the employee is required to pay a toll and/or a congestion charge fee, these can be claimed in the usual way but the claim must be supported by an itemised receipt.

14. Overnight accommodation

- 14.1 Reimbursement of reasonable and actual hotel expenses will be made on confirmation that agreement in advance was given by the respective line manager and that the claim is supported by itemised receipts.~~by agreement in advance with the line manager.~~