

<b>TITLE</b>	<b>Updates to principles of Travel and Expenses Policy</b>
<b>FOR CONSIDERATION BY</b>	Personnel Board on 20 <sup>th</sup> February 2024
<b>WARD</b>	None Specific
<b>LEAD OFFICER</b>	Sally Halliwell

## RECOMMENDATION

That Personnel Board:  
Notes the updates contained within the policy

## SUMMARY OF REPORT

This report is presented to board to provide an update in relation to the Travel and Expenses Policy.

The updates relates to clarification over claims that can be submitted by employees of the Council and is confirming the guidance that is shared within a separate document and in line with HMRC guidance.

There is only a small section to be amended, under the principles, as noted below.

The Council will reimburse employees for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that are undertaken in the course of their employment.

The Council expects employees and managers to adhere to the following principles:

- The travel or expense must be necessary to meet business objectives, and be the most appropriate method from a best value for money perspective and should always be planned to be the most cost effective
- Where flights, taxis or accommodation may be needed this should be approved in advance by your line manager and must not be booked without this approval
- At the time of induction of a new employee, managers must ensure that their new employee is informed about the process of claiming expenses and understands this policy
- All claims are supported by valid invoices/receipts and verified by managers/Budget Managers

Authorised expenses are paid by BACS transfer in to the same bank account into which the employee's salary is paid. In general, employees should not incur expenses other than in the categories listed in this policy.

The Council will not reimburse employees for

- The cost of any travel between the employee's home and normal base for work purposes which is line with HMRC guidance

- Any claims for business travel that may start at home however does not have a deduction made for a normal home to work base in line with HMRC guidance
- The cost of any travel undertaken for personal reasons
- The cost of travel for the employee's family
- Fines or penalties whilst on business, for whatever reason, including parking fines, fines related to motoring offences or fines associated with methods of public transport e.g penalty for not buying a rail ticket
- The cost of any expenses that an employee incurs and were not approved in advance

Any abuse of this policy will not be tolerated and the Council will take disciplinary action where appropriate.

The associated Staff Travel and Expenses Guide to this policy provides further detail and process guidance.

### FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	NA	NA	NA
Next Financial Year (Year 2) <i>Ongoing annually</i>	NA	NA	NA
Following Financial Year (Year 3)	NA	NA	NA

#### Other Financial information relevant to the recommendation/decision

#### Reasons for considering the report in Part 2

NA

#### List of Background Papers

N/A

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