

Frome Town Council Constitution

Chapter 4b Staff Expenses Policy

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This policy is an appendix to the Staff Handbook (Chapter 4 of the Council Constitution) and should be read in conjunction with the Staff Handbook.

1. General policy

- 1.1. Frome Town Council will reimburse staff for reasonable expenses incurred in connection with Council business.
- 1.2. Claims should be submitted to your line manager as soon as possible after they are incurred and within 3 months or before the end of the financial year whichever is soonest, using the claim forms Appendix 1 this is used for claiming for items purchased for Frome Town Council business that is not related to travelling or Appendix 2 which is used for claiming for mileage, travel, parking and subsistence.
- 1.3. It is the line manager's responsibility check that claims are legitimate and supported by a receipt. They then approve them and forward them to the finance department for payment and filing for audit purposes.
- 1.4. If a receipt cannot be provided for an otherwise legitimate expense, this should be highlighted and approved by the line manager

2. Vocational training

- 2.1. Where agreement is given to requests for vocational training, expense support will be provided according to the appropriate category:

Category	Description	Support provided
A	Undertaking relevant vocational training which is a requirement of the post	<ul style="list-style-type: none"> • Full payment of course fees • Travelling and subsistence expenses • Paid time off during the working week to attend training and for reasonable personal study days
B	Undertaking training that is not a requirement of the post	<ul style="list-style-type: none"> • Will be considered on a case by case basis

3. Travel

- 3.1. Minimising carbon emissions is our priority. And this must be taken into account when deciding on the mode of transport. Travelling expenses for attendance at meetings, courses, conferences and training will be paid in accordance with the hierarchical scheme below:
 - 3.1.1. Whenever possible, walk or cycle to your destination.
 - 3.1.1.1. If walking or cycling is not reasonable, you should use public transport. Any train travel should always be in standard class and you should book your journey sufficiently in advance to obtain the best possible prices.
 - 3.1.1.2. If public transport is not available or reasonable, you should use

the Co-Wheels hire car.

- 3.1.2. Sometimes, it is significantly more expensive to use the CoWheels car than hiring one from a local car hire firm or using your own car. This is more often the case when the car will not be used for long periods of time. Travelling to a one or two day conference, for example. Please discuss this with your line manager.
- 3.1.3. Usually as a last resort, you may use your own car. In this case, it is your responsibility to ensure the vehicle is in good working order, fully insured for business use, taxed and MOT'd.
 - 3.1.3.1. Mileage rates are as detailed on the travel claim form we pay the rates per mile as set by HMRC. Travel claims do not need to be receipted as the form requests the start location and end location and these can be checked on a route planner.
 - 3.1.3.2. Parking fines or penalties will not be reimbursed
 - 3.1.3.3. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.
- 3.1.4. Taxi travel is to be used only when strictly necessary and where it is cost effective to do so. Fares can be claimed if reasonable and supported by receipt(s).

4. Overnight accommodation

- 4.1. For attendance at approved courses, conferences and training, accommodation expenses will be paid.
- 4.2. Accommodation should be booked in advance at the best possible rates.
- 4.3. You should consider the location of the hotel with regards to the cost of transportation and the time required to travel to and from the hotel.

5. Subsistence

- 5.1. Staff can claim subsistence if their duties prevent them from following their normal meal arrangements and supported by receipts. FTC will not pay for alcohol.
- 5.2. Claiming subsistence will normally apply when costs are incurred out of town and in Frome only in exceptional circumstances.

Please note we pay the flat rate for subsistence set by HMRC;

Over 5 hours allowance for meals rate: £5

Over 10 hours allowance for meals rate: £10

Over 15 hours allowance for meals rate: £25

6. Councillors

Councillors may also claim for conferences or training that benefit FTC if agreed by the Town Clerk. In the first instance Councillors should contact the Executive Assistant to the Town Clerk and Mayor and request to be booked onto the training or conference. The Executive Assistant to the Town Clerk and Mayor will then obtain approval from the Town Clerk and book the Councillor on. In the rare occurrence that the Councillor books their own training or conference they can fill out appendix 3 to be sent to the Town Clerk for approval along with

copies of receipts within 3 months of the expenditure being incurred or before the end of the financial year whichever is soonest.

7. Volunteers

There will be some cases where FTC volunteers may incur costs e.g. car parking for Discover Frome Information Point Volunteers. Volunteers can claim back expenses if they have approval in advance by the relevant manager at FTC. Volunteers would need to fill in appendix 4 to be sent to the relevant manager at FTC for approval along with copies of receipts within 3 months of the expenditure being incurred or before the end of the financial year whichever is soonest.

8. Appendices

[Appendix 1 – Staff Expenses](#)

[Appendix 2 – Frome Town Council Travel and Expenses Form](#)

[Appendix 3 – Councillor Expenses](#)

[Appendix 4 – Volunteer Expenses](#)