



Updated Expenses Policy

Committee Personnel

Date of meeting 14 February 2020

Date of report 31 January 2020

Report by Assistant Chief Executive

1. Object of report

To recommend that the Committee approve the updated Expenses Policy.

2. Background

Strathclyde Partnership for Transport will reimburse employees for all approved reasonable expenses actually and necessarily incurred whilst undertaking authorised duties as part of their employment with the Partnership.

The current version of the expenses policy was approved by Committee in April 2011. In light of recent changes to HMRC guideline rates and to be consistent with new travel guidance it is necessary to update this policy.

3. Outline of proposals

The main changes to the policy are:-

- Car and Bicycle allowance rates - Applicable rates will be the latest version of the “Expenses and benefits: business travel mileage for employees' own vehicles” as published by the UK Government (gov.uk);
- Class of travel - Removal of class higher than standard for air journeys with a flight time of greater than 5 hours;
- Meal Allowances - Applicable rates will be the latest version of the “HMRC Employment Income Manual” as published by the UK Government (gov.uk). The same rates will now apply for meal allowance rates within and outwith the Partnership area;
- Accommodation – All accommodation should be booked in advance of travel through a Travel Booker;
- Travel outwith the United Kingdom - Applicable rates will be the latest version of the “Worldwide Subsistence Rates” as published by the UK Government (gov.uk).

4. Conclusions

The amended policy is now consistent with HMRC guideline rates, is clear and understandable and provides a modern streamlined approach to addressing any expenses issues.

5. Committee Action

The Committee is asked to approve the attached Expenses Policy.

6. Consequences

Policy consequences	<i>Policy updated in line with HMRC guidelines</i>
Legal consequences	<i>None directly</i>
Financial consequences	<i>None directly</i>
Personnel consequences	<i>None directly.</i>
Equalities consequences	<i>None directly.</i>
Risk consequences	<i>Not updating policies may mean non compliance with legislation and best practice.</i>

Name Valerie Davidson
Title **Assistant Chief Executive**

Name Gordon MacLennan
Title **Chief Executive**

For further information, please contact *Neil Wylie, Director of Finance* on 0141 333 3380.



Strathclyde Partnership for Transport Expenses Policy

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Approved by: Neil Wylie

Date:

Version number: 1.1

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Revision History

Each page of this document carries the document issue. The document is always re-issued as a whole. The table of the previous and current issues is below:

Revision Ref.	Revision date	Summary of Changes
1.1	24/09/2019	Document updated to reflect HMRC guideline rates and also amended to fit with the new travel guidance.

Ownership

The responsibility for production and updating of this document lies with the following:

Name	Title	Date of Issue	Version
Neil Wylie	Director of Finance		1.1



Strathclyde Partnership for Transport

Expenses Policy

(A) Policy

1. Statement of Policy

Strathclyde Partnership for Transport will reimburse employees for all approved reasonable expenses actually and necessarily incurred whilst undertaking authorised duties as part of their employment with the Partnership. The employee is responsible for complying with the Expenses Policy and any linked guidance notes. The authorising officer is responsible for only authorising requests for travel and expenses in line with this policy and relevant guidance notes.

2. Scope of Policy

This policy applies to all staff.

(B) Procedures

1. Authorisation

All expense claim forms (available on the intranet) must be signed by the employee and authorised by an appropriate officer (as recorded in the authorised signatory list), Directors claims must be countersigned by an Assistant Chief Executive or another Director. Payment will only be made if the signature of the authorising officer is on the authorised signatory list.

All relevant fields on the expense claim form must be completed to confirm the nature and purpose of expenditure. Receipts must be provided for all expenditure. Incorrectly completed forms will be returned for amendment and may result in the delay of payment until the next pay period.

Request for business travel must be submitted to the appropriate administration officer using the Business Travel Request (BTR) Form (available with the Business Travel Guidelines on the intranet).

2. Method of Travel

The employee will use the most cost effective and appropriate means of transport when travelling on official business. There is a presumption that employees will use public transport but consideration also needs to be given to the operational practicalities.

The total cost of a journey and time away from the place of work should be considered when deciding which mode of transport is the most effective. This includes reviewing alternatives such as arranging meetings to avoid peak-travel if possible, while in some instances an overnight stay and off-peak travel may be cheaper than peak-travel. Early booking of tickets usually significantly reduces travel costs and arrangements should be made as early as possible.

2.1 Public Transport

In all instances, public transport should be used where possible and staff travel passes where eligible for use, used where possible. In the event that this is not possible or practical then non public transport methods may be used.

2.2 Travel by Private Car/Motor Cycle

Details of car business mileage must be recorded on the travelling and expenses claim form. The authorising officer must be satisfied that the journeys claimed for were necessary for the Partnership's business and could not have been made efficiently by public transport.

Payment will be made in accordance with the Car Allowance Rates for travel within SPT (see Appendix 1).

2.3 Travel by Cycle

Payment will be made in accordance with the Cycle Rate for appropriate bicycle travel within SPT area (see Appendix 1).

2.4 Travel by Air

Any travel by air must be approved in advance by a Director where it is the most efficient travel route. Requests for air travel must be submitted to the appropriate administration officer using the BTR Form.

2.5 Travel by Taxi

Taxis will only be used under exceptional circumstances, must be justified, and recorded on the travelling and expenses claim form and approved by a Director.

3. Class of Travel

All travel will be expected to be standard class with the exception of:

- rail journeys with a journey time of greater than 3 hours.

- any other journey where an enhanced travel class is the most economically advantageous class and is compatible with business interests.

All exceptions must be approved by the Chief Executive or an Assistant Chief Executive.

4. Travel Outwith the UK

Any travel outwith the UK must be approved by the Chief Executive, Assistant Chief Executive or a Director. Requests for travel outwith the UK must be submitted to the appropriate Travel Booker using the BTR Form.

5. Other Travel Expenses

Actual expenses incurred in respect of bridge tolls, ferry charges and parking fees will be reimbursed for employees using their car on authorised business. An employee will be responsible for the payment of all parking fines or tickets which they receive.

6. Overnight Accommodation

Requests for overnight accommodation must be submitted to the appropriate Travel Booker using the BTR Form. The accommodation booked will be the most cost effective taking into account hotel and meeting location. Room standard and cost will be in accordance with the Travel Manual and Guidelines. Any request for a higher standard/cost accommodation must be approved by a Director.

Meals can be claimed in accordance with the procedures on subsistence. Reasonable incidental costs such as telephone calls can be claimed.

7. Entertainment/Hospitality

Business entertainment and staff entertainment, including hospitality of any kind, should not be a common occurrence. Any business entertainment must be pre-authorised by the Chief Executive or an Assistant Chief Executive and will be reasonable and appropriate to the occasion. This includes any alcohol which will similarly be expected to be reasonable and appropriate to the occasion and takes account of the use of public funds.

Any hospitality given should be clearly noted on the expenses claim form and will be reported on the SPT public register.

8. Business Phone Calls

It is expected that any business phone calls will be made by an SPT issued mobile phone. Personal usage will be kept to a minimum and any excessive cost reimbursed by the employee.

Any reasonable costs necessarily incurred on personal phones will be reimbursed.

9. Subsistence

Payment will be made in accordance with the Subsistence Rates detailed in Appendix 2.

10. Review

The policy will be reviewed regularly by the Director of Finance.

11. Approval (signature and date)

Signature: _____

Print: **Neil Wylie**

Date: _____

Designation: **Director of Finance**

CAR/BICYCLE ALLOWANCES

Applicable rates will be the latest version of the “Expenses and benefits: business travel mileage for employees’ own vehicles” as published by the UK Government (gov.uk)

Link to this below:

<https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

RATES OF SUBSISTENCE

A. Travel within the Partnership Area

Applicable rates will be the latest version of the “HMRC Employment Income Manual” as published by the UK Government (gov.uk). The applicable rates listed within this “Manual” will be those pertaining to Breakfast, Lunch (One Meal Rate) and Dinner (Two Meal Rate). No other listed rates, exemptions or conditions as defined in the “Manual” will apply.

Link to this below:

<https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim05231>

Claims must be approved by an authorising officer and supported by receipts.

B. Rates of Subsistence Miscellaneous Conditions

In exceptional circumstances and where prior authorisation has been given, additional expenditure beyond the subsistence allowance may be payable.

C. Overnight Provision Rate

All accommodation should be booked in advance of travel through a Travel Booker. Accommodation will include breakfast where possible. Where booking accommodation in advance has not been possible and an officer has an overnight stay away from home, the allowances applicable to councillors will apply (currently upper limits of £110 for the UK, and £131 for London to cover bed and breakfast). These are the maximum sums and will only be reimbursed on production of receipts.

D. Travel Outwith United Kingdom

For further details on travel outwith the United Kingdom please refer to the Business Travel Guidelines.

Abroad

Applicable rates will be the latest version of the “Worldwide Subsistence Rates” as published by the UK Government (gov.uk). Due to average standards of living, different rates will apply in different countries and sometimes within different cities and regions. These rates are published in the applicable currency of each country, and the reimbursable amount will be calculated using the “Daily Spot Exchange Rates against Sterling” as published by the Bank of England, which were applicable on the date of travel.

Link to the applicable rates below:

<https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk>

Link to Bank of England Exchange Rates:

<https://www.bankofengland.co.uk/boeapps/database/Rates.asp?Travel=NlxAZx&into=G>

BP