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**Staff Travel Expenses Policy**

1. **Introduction**
   1. The Council recognises that no member of staff, paid or unpaid, should be placed at financial disadvantage as a result of using their private vehicle or paying for public transport to conduct Council related business.
   2. The purpose of this policy is to ensure that managers and employees are aware of and understand the Council’s arrangements for claiming travel expenses.
   3. This policy must be read in conjunction with individual employee’s contracts of employment, which will state if there are any variances to this policy.
2. **Scope**
   1. This policy applies to all employees of the Council with the exception of those whose terms and conditions of employment clearly state an alternative arrangement.
   2. For clarity, this policy does not apply to casual workers of the Council who work on an *ad hoc* basis.
3. **Travel Expenses**
   1. Travel expenses are costs associated with travelling for the purpose of conducting Seaford Town Council related activities, for example, attending a meeting on behalf of the Council or travelling to the Post Office to mail Council correspondence.
   2. Travel expenses can be claimed for use of the employee’s private motor vehicle such as a car or motorbike and the Council must be provided with a copy of the employee’s motor vehicle insurance as proof that the employee has suitable ‘occasional business use’ cover.
   3. Although in most cases the addition of ‘in connection with travelling between locations or commuting to and from the place of work’ is unlikely to cause additional cost, the Council will reimburse a member of staff for the difference between the cost of Social, Domestic & Pleasure use for motor insurance purposes and any extra annual cost the addition of business use incurs.

In the most part the role of an individual in these circumstances will involve substantial travelling by car or be the result of high annual mileage.

* 1. Travel expenses for use of the employee’s private motor vehicle are reimbursed at a per mile rate as agreed by the NJC.
  2. The mileage calculation starts from the employee’s normal place of work, as stated in individual employee’s contracts of employment, to the activity you are carrying out on behalf of the Council. For clarity, travel expenses are not claimable from home to place of work.
  3. If car-sharing, i.e. travelling to a Council activity with another employee on Council business, the claimant will be entitled to an additional allowance per person at a rate agreed by the NJC.
  4. Travel expenses for use of public transport are claimable for the full amount detailed on the relevant receipt/proof of payment being made, unless where an alternative arrangement has been agreed prior to the event, such as sharing public transport costs or training/qualifications.

1. **Claiming Travel Expenses**
   1. Travel expenses incurred by the employee must be submitted, via the available travel expenses form, to the line manager for approval before being paid.
   2. The travel expenses claim form is available to all employees and kept updated with the NJC mileage rates.
   3. The travel expenses form must be fully completed to include a description of the journey and any receipts/proof of payment for public transport expenses before being passed to the line manager for authorising. Claims cannot be reimbursed where there is no receipt or proof of payment.
2. **Implementing the Policy**
   1. This policy starts from the date of adoption, therefore there will be no backdated reimbursements made of claims submitted prior to the adoption date.
   2. Any employee found to be abusing the Council’s Staff Expenses Policy will be dealt with in accordance with the Council’s Disciplinary Procedure and may be subject to disciplinary action.

Adopted: 24th January 2019

Review Date: January 2022