

# EXTRACT FINANCIAL PROCEDURE RULES

## 11 Travel and Associated Expenses

### 11.1 Introduction

Staff are eligible to claim travel and subsistence expenses incurred in the course of their employment.

**All staff are reminded of their obligation to comply with the requirements of the Travel & Associated Expenses Policy**

### 11.2 Value for Money

It is the responsibility of the employee and the authorising manager to ensure that the most economical and sustainable methods of travel and accommodation, where relevant, are utilised for every journey. All staff are expected to travel in the most economical manner appropriate in the discharge of their duties. Where Standard mileages have been set these must be claimed for the journey undertaken, irrespective of routes.

### 11.3 Promptness of Claims

Claims should be made, via ResourceLink where appropriate, during the month following the incurring of the expenditure.

### 11.4 Basis of Claim

The normal starting and finishing place for official journeys will be the location where the individual is based.

Where an Officer starts a journey from a location other than his/her base or ends a journey at a location other than his/her base, the mileage claimed should be limited to the *additional mileage* incurred as a result of their official duties.

### 11.5 Certification of Claims

Completed claims must be approved by a signatory approved by the Chief Officer for that purpose. Claims for reimbursement must be supported by relevant VAT receipts.

The authorising officer must be satisfied before approving a claim that the meetings were attended, that the distances, method of travel and other related expenses are reasonable and that no previous claim has been made for them. Following approval of manual claims, claim forms should not be returned to the claimant; claim forms should be held by the authorising officer. No officer should certify their own expenses claims. Late submissions will be authorised at the discretion of the authorised signatory.

## **11.6 Subsistence**

### **11.6.1 Overnight Accommodation and Subsistence Allowances (Out of County)**

Officers will be eligible to claim reasonable expenses, subject to the subsistence rate, supported by receipts. Subsistence rates are documented within the Travel and Associated Expenses Policy.

### **11.6.2 Out of County Expenses**

Subsistence allowance is payable as per the Travel and Associated Expenses Policy.

Claims will be made on the basis of actual expenditure supported by receipts. The maximum allowance in each case will be paid only if actual expenditure equals or exceeds it.