

EXPENSES POLICY

Issued by Personnel & Development



This Policy and the related guidance explains what business related expenses may be incurred and how to claim reimbursement

AIMS

Our aim is to ensure that our employees are reimbursed correctly for any valid expenses incurred whilst on KCC business. We will comply with our own policy, Audit requirements and any current legislation relating to employee expenses set out by HMRC.

Scope

The policy applies to all KCC employees and Members.

KCC Policy Statement

Expenses are genuine business related costs, which allow KCC employees to carry out their duties effectively. They are reimbursed at the cost value and are not a benefit. If mileage rates above 40p are paid then a benefit does arise plus relocation in excess of £8k is a benefit. All items claimed must be covered by the policy and guidance and all expenses should be kept to a minimum. In order to protect the public purse, KCC must maximise VAT recovery and so all claims should be backed-up with a VAT receipt. Even where VAT may not be recovered, claims should be supported by a receipt where possible to ensure compliance.

Expenses Claimant's Responsibilities

Employees should always

- aim to select the cheapest option available to meet their legitimate requirements,
- keep costs for KCC to a minimum
- supply receipts in order to validate claims.

It is an employee's responsibility to ensure that they are familiar with all the details of the scheme rules and only claim for items that are allowed under the Policy and Guidance.

Enforcement and Monitoring - Authorising Manager's Responsibilities

Managers must ensure that they are up-to-date with the Policy and Guidance and check that they only authorise legitimate and compliant claims.

Persistent and/or intentional breaches of the policy will lead to disciplinary action under KCC's Disciplinary procedure. Approving managers are primarily responsible for deciding whether claims will be paid and whether receipts are valid. Employees must seek prior approval (or have approval in principle) before making any expense claims.

Claimable items

Most expenses costs, are likely to be incurred whilst travelling on KCC business. The most common claims will be for mileage. All mileage claims should as a matter of course be backed-up with a relevant VAT receipt for fuel.

Main Exclusions

Items that will not be reimbursed are items of equipment. All equipment must be obtained via Procurement processes. Equipment bought by employees and reimbursed by the employer without transfer of ownership is considered by HMRC as a taxable benefit-in-kind and is therefore excluded from the Expenses Process.

Any personal costs, such as travel to and from work, personal bills, such as private phone line rentals, and any personal items that constitute a benefit or profit are excluded from the Expenses Process.

Items that cannot be proved to be business-only expenses and identified by a valid receipt (VAT where applicable) are excluded, other than in certain exceptional circumstances.

This policy will be communicated:

- via KCC's intranet
- via e-mail
- on the self service claim pages
- made available to all new employees as part of their induction

The policy, guidance and procedures will be reviewed periodically and may be subject to change.