



Mansfield
District Council

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Travel and Subsistence Claims Information

September 2021

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1. Travel Claims

- 1.1 Employees are expected to use the most cost effective means of travel, and may be required to justify means used, where both an essential and casual user are attending the same venue from the same workplace, the essential user's vehicle must be used. Public transport may be more cost effective than mileage and car parking fees in some instances.
- 1.2 Managers/supervisors will undertake an annual inspection of the driving licence of all employees who drive their own or Mansfield District Council vehicles for business purposes.
- 1.3 When submitting a travel claim in respect of a new/different vehicle or claiming mileage allowance for the first time, employees are required to provide a photocopy of the vehicle registration document (V5) to Payroll. The Insurance Certificate confirming the vehicle is insured for business use must be verified annually by your line manager. Similarly, your manager must inspect the current MOT certificate relating to the vehicle you use for work (if appropriate) each year.
- 1.4 If disqualified from driving employees must notify the Human Resources Manager as well as their senior manager immediately.
- 1.5 Where employees don't usually use their car for business purposes, but are required to use their car to attend a training course, it is the responsibility of the manager to check that they are insured for business purposes prior to them travelling. Where an employee does not have business insurance, the manager should make alternative arrangements for them to attend the training course. Claims for training mileage cannot be paid without the required business insurance.

2. What to do to ensure prompt processing for payment

- 2.1 To ensure prompt payment:-
 - All claims must be submitted using the MyView system.
 - Claims for reimbursement for any expenditure incurred should be submitted on a monthly basis.
 - Claim forms should be completed as each journey is undertaken, mileage should not be recorded elsewhere and copied onto a claim form at the end of each claim period.
 - The claim must give reasons for and details of each journey and include start and finish times.
 - All claims for travel must be made on the Mileage Travel and Subsistence claim form on the MyView system – payment vouchers will not be processed through the Creditors Section of the Finance Department (Business Support Section).
 - All receipts must be attached, petrol receipt values must reasonably correspond to the journeys claimed and the receipt must pre-date the journeys.
 - Claims submitted more than three months after the expenses were incurred will be subject to

- the following reductions:-

- 4 – 6 months	- 10% reduction
- More than 6 months	- 20% reduction

- 2.2 Please note that if the claim is incomplete or unclear it will be returned to you by your manager, this may result in a delay in payment.
- 2.3 All claims received after the monthly payroll processing deadline will be held over until the following month.

3. Travel direct to/from home

- 3.1 When travelling direct from home to place of duty and returning home directly from that place of duty without going to base, the mileage to be claimed is the lower of:-
- home to duty to home
 - base to duty to base
- 3.2 When travelling direct from home to place of duty and then proceeding to base, or from base to place of duty and then proceeding home, the mileage to be claimed is the lower of:-
- home to duty to base less home to base
 - base to duty to home less base to home
- 3.3 In all cases normal travel to work costs must be taken into account and will not be reimbursed.
- 3.4 When travelling from home to official meetings at base, or from home to base in connection with working outside normal hours, all such claims must be made on a separate claim form and will be subject to Income Tax and National Insurance contributions.

4. Receipts

- 4.1 H M Revenue & Customs require the Council to retain a valid petrol receipt for all business/training travel claimed by individual employees and reimbursed by the Authority. This is because without this evidence the Council is unable to claim the VAT it pays to you in the mileage allowance you claim.
- 4.2 All receipts must be submitted on MyView with the claim form.
- 4.3 If it is impossible to obtain an official receipt, then details of the expenditure together with a written reason for the none production of a receipt must be brought to the attention of the authorising officer on submission of the claim for signature. Similarly, if a receipt for petrol has been submitted with the previous month's claim, a note to that effect is required. This additional information should be submitted on the claim through the MyView system.

5. Fixed Penalty Notices

- 5.1 Fixed penalty fines are the responsibility of the employee whether they are an essential or casual car user, including car parking.

6. Standard mileage

- 6.1 The Internal Audit Section has produced standard mileages claimable for official journeys to and from the Civic Centre. The figures quoted are for return journeys. In all circumstances these standard mileages must be claimed as appropriate except where diversions are in operation, in which case this must be stated on the travel claim form. Standard mileages are as detailed below:

<u>Destination</u>	<u>Miles</u>	<u>Destination</u>	<u>Miles</u>
ADC Urban Road	12	Newark & Sherwood District Council	35
ADC Watnall Road, Hucknall	19	Oak Tree Lane Leisure Centre	8
ADC Northern Depot	8	Palace Theatre	2
ADC Fox Street	8	Queensway Park	6
Bull Farm Park	3	Racecourse Park	5
Carr Lane Park	10	Rebecca Adlington	1
County Hall, West Bridgford	33	Stonecross Court	1
Crematorium	6	Tideswell Court	3
Hermitage Lane Depot	4	Town Centre Office	2
King George V Park	6	Vale Road – Housing Repairs	5
Manor Park	5	Warsop Town Hall	11
Meden Leisure Centre	11	Water Meadows	3
		Yeoman Hill Park	4

- 6.2 Standard mile distances from the Civic Centre to Grouped Dwellings Schemes are held within the Housing Department and Internal Audit.

7.0 Mileage allowances

- 7.1 Mileage allowances with effect from 1st April, 2010 are as detailed below:

Type of Vehicle	First 10,000 miles	Above 10,000
Cars and Vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

- 7.2 It is the employee's responsibility to ensure the amount claimed under the cc rating of the vehicle is in accordance with the cc rating detailed on the vehicle registration document. A copy of the current vehicle registration document (V5) will be retained in Payroll.

- 7.3 If inspections by H.M. Revenue and Customs find that employees have incorrectly completed mileage/expenses claims, the income tax due to the H.M. Revenue and Customs will be recovered from the employee concerned.
- 7.4 All authorised private car training mileage will be paid at the same rate as business mileage with effect from 15 March 2011.

8. Rail Travel

- 8.1 All rail bookings must be made in advance (at least one calendar week) in order to take advantage of reduced fares. A procedure for Rail Travel has been agreed and details are with departmental administration sections. Only in exceptional circumstances will alternative means of booking rail travel be accepted.

9. Subsistence Claims

- 9.1 All claims for subsistence must be made on the Mileage Travel and Subsistence claim form through the MyView system.
- 9.2 Receipts for subsistence must be submitted with the claim form. These must take the form of a till receipt showing the vendor's VAT registration number and the cost of the goods purchased.
- 9.3 If it is impossible to obtain an official receipt from the vendor of the goods/services purchased, then details of the expenditure, together with a written reason for the non production of a receipt must be brought to the attention of the authorising officer on submission of the claim for signature.
- 9.4 It may be possible to claim the amount spent, each case will be judged on its merits and if authorised will be subject to income tax in accordance with the H.M. Revenue and Customs requirements.
- 9.5 Subsistence claims must be in respect of actual costs incurred up to the current maxima, all times must be shown in order to assess eligibility for meal allowances.
- 9.6 The foregoing principles apply equally to claims for subsistence in respect of attendance at authorised post entry training courses.

	<u>Normal</u>	<u>Training</u>
Breakfast (leave home before 7.00 a.m.)	£6.32	-
Lunch (outside MDC boundary for entire lunch period)	£8.71	£3.42
Tea (if working beyond 6.30 p.m.)	£3.61	£2.10
Dinner (if working beyond 8.30 p.m.)	£10.80	-

- 9.7 Please note: both Tea and Dinner not applicable for same evenings work, except Saturday and Sunday (applies to Monday – Friday workers).

10. Overnight accommodation

10.1 Claims must be accompanied by receipts in respect of actual costs incurred for bed and any meals purchased up to the current maximum. Employees are expected to stay in standard accommodation which is reasonably priced.

10.2 Employees who are absent overnight are entitled to reimbursement upon production of receipts to the maximum amount as follows (allowances updated with effect from 1st April, 2010):-

For each continuous period of 24 hrs. reckoned from departure time	£99.72
Absence in London (For this purpose London means the City of London and the inner London Boroughs)	£113.71

10.3 In cases where subsistence is provided free of charge, no subsistence allowances should be claimed.

Implemented:	2 February 2000
Amended:	September 2021