

Travel and Subsistence Expenses Claim Form 2023 to 2024

Name of Claimant	
Place Visited	
Reason for Travel	
Date of Travel	
Away From Office	
Home From	
Expenditure incurred (max)	Amount claimed
Breakfast – £8.73	
Lunch – £12.06	
Tea – £4.78	
Dinner – £14.93	
Train fares	
Mileage @ 0.45p per mile	
Other	
Total of This Claim	
Signature of Claimant	
Date	
Authorised Signature	
Date	
Minute reference, if appropriate	
Please return the completed form to the Deputy Town Clerk.	

Receipts must be obtained, where possible, and attached to this claim (even if the receipt is handwritten and signed by the supplier).

Expenses will be paid in accordance with NJC conditions and in accordance with the procedures agreed by Policy and Finance 14.3.16.

Under the Local Authorities (Members' Allowances) (England) Regulations 2003, which came into force on 1 May 2003, Littlehampton Town Council was given the right to pay a basic allowance, attendance allowance and travel and subsistence allowances to its Elected Members and/or the Chairman of the Council.

Littlehampton Town Council has resolved that:

“Travel and subsistence allowances not be paid for travel within the boundaries of the Parish”.

“Travel and Subsistence Allowance be available to the Deputy Mayor when carrying out official duties on behalf of the Council”.

Procedure for subsistence and expenses claims agreed by Policy and Finance 14.3.16

On 6 April 2016 HMRC introduced new rules related to statutory exemptions for business expenses paid/reimbursed that have been necessarily incurred in the performance of the duties of employment. To comply with the changes HMRC introduced on Expenses Payments and Tax the Policy and Finance Committee agreed the following procedure in relation to subsistence and expenses for staff and members.

When working away from the office, e.g. some events and training, where subsistence is not provided, staff and Members are allowed to claim subsistence allowances in accordance with South East Employers (SEE) Subsistence rates.

This must previously be approved and receipted wherever possible.

1. Employees/Members must be absent from their normal place of work for at least 5 hours to claim 1 meal allowance.
2. Employees/Members must be absent from their normal place of work for at least 10 hours to claim 2 meal allowances.
3. These claims should be submitted with a receipt and no more than the SEE scale rates will be paid. (Unless, under exceptional circumstances, by prior agreement with the Town Clerk)

If a receipt cannot be provided and it is agreed by the Town Clerk that expenses have been necessarily incurred in the performance of the duties of employment, then the HMRC benchmark rate can be paid. (As of April 2016, HMRC Benchmark Rates, based on time away from the normal place of work, are as follows:

- (i) 5 Hours* - £5 maximum meal allowance
- (ii) 10 Hours*- £10 maximum meal allowance
- (iii) 15 Hours- £25 maximum meal allowance

* plus a supplementary rate of up to £10 in addition to the £5/£10 rate where the business journey lasts beyond 8pm