



ANDOVER TOWN COUNCIL

EXPENSES POLICY – 2019 (March 2019)

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The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.

Issue Date 14 March 2019



Expenses Policy 2019

- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

1. Introduction

This document is the definitive guide for claiming expenses. When travelling on business, employees should ensure that they adhere to this policy at all times.

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2. Claiming Expenses

- Must be genuine business expenditure necessarily incurred to complete the requirements of your role.
- All claims for expenses should be receipted and independently approved.
- Claims should include a clear business reason for the expense.
- VAT receipts should be requested and submitted in support of all claims.
- Failure to provide receipts will result in your claim being unpaid if it's a cash claim. Credit card claims will be reported as a Benefit in Kind.
- All claims must be submitted within 30 days following the month of the expense incurred.

3. Business Mileage

Mileage can only be claimed for business journeys (not including travel between home and the normal place of work). You should provide a VAT receipt for fuel dated before or on the date of travel to cover your claim.

Claims for mileage should:

- State the start and end location (postcodes or place name)
- Purpose of the journey

4. Mileage Rates

Car	First 10,000 miles per annum	45p per mile
	Over 10,000 miles per annum	25p per mile
Passenger	If you take a colleague on the same business journey in your car.	5p per mile in addition

5. Subsistence

Subsistence includes any meals or refreshments purchased while away from your normal place of work. The rates in the table below are the maximum amounts and all expenses must be supported by a receipt.

	Evening meal, lunch and refreshment allowance	
	London (and over major cities)	UK elsewhere
More than 24 hours/overnight	£40	£35
More than 12 hours	£15	£15
Between 5-12 hours	£7	£7

Alcohol. There will be no reimbursement for the purchase of alcohol as part of subsistence. The purchase of any alcohol will be at the employee's expense.



6. Accommodation

Hotel accommodation whilst away on business must remain within the following guideline amounts.

Maximum hotel rates including breakfast and VAT.	London	£150 per night
	Major city	£100 per night
	All other destinations	£80 per night

Note: Hotel accommodation provided within five miles of the workplace will qualify as a taxable benefit. Claims for reimbursement must be processed through payroll.

7. Frequently asked questions

Q. I have to take delivery of items/services on behalf of the council that require me to be available overnight and to have access to the council offices. Can I claim hotel expenses and subsistence?

A. Yes. If your hotel is located within 5 miles of the office, you may be liable for tax. Subsistence allowance at the overnight rate may also be claimed.

8. Document Information

Title:	Expenses Policy
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Next Review:	March 2022

9. Document Control

Date	Version	Description	Sections Affected	Approved by
Nov 2016	1	1 st Draft	All	Policy & Resources Committee
Mar 2019	2	2 nd Draft	All	Policy & Resources Committee

Disclaimer:

A printed version may not be the current version.

A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.