

REIMBURSEMENT OF ADDITIONAL EXPENSES

1. INTRODUCTION

Reimbursement of additional expenditure to staff will be paid in the following circumstances (and where staff are not able to take a meal or refreshments at a council canteen and where additional expenditure is incurred):

- Post entry training courses
- Seminars
- Meetings away from the workplace
- Attendance at evening meetings

2. PAYMENT

- 2.1 Where reimbursement is being claimed, receipts should be submitted to the line manager. Claims should be made using e-forms (unless not available).
- 2.2 Only the difference between the average cost of a council canteen meal (£3.50) and the actual cost incurred (of a similar meal) will be reimbursed.
- 2.3 References may be made to the upper limits of the last nationally agreed rates. These are to be reviewed annually in line with the Retail Price Index.

3. POST ENTRY TRAINING COURSES

Claims for reimbursement of additional expenses incurred as a result of a Post Entry Training Course, should be claimed on the appropriate form which is available from the HR or the Learning and Development Unit.

4. HAY GRADES

- 4.1 Employees on Barnet Bands 4, 5 and Chief Officers may **not** claim for any additional costs whilst attending evening meetings, as provision for this has already been made in salaries for these expenses.
- 4.2 The exception to this is Barnet Band 4 graded employees who may claim for additional expenditure when attending evening governing body meetings.

5. REIMBURSEMENT OF TAXI FARES FOLLOWING EVENING MEETINGS

- 5.1 Where employees who have no private means of transport available to them and have to leave work after 9.30 pm, expenditure for taxi fares can be claimed in the following circumstances:

- attendance at official council functions/reception
- members meetings with ratepayers and other recognised groups
- meetings with voluntary bodies, independent organisations and
- consumer/user groups (in community care)
- tenant association meetings
- consultation meetings with estate tenants and residents
- Barnet Federation of Tenants and Residents
- council representatives at Executive Committees of arts organisations
- library and arts activities, library hall lettings and school governors
- meetings.

5.2 Where employees live outside of a ten mile radius, reasonable taxi fares may be paid (if long distance travel is required then taxi fares may be paid to the local station etc).