

# Expenses

How to Claim and FAQs



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**Department:** Human Resources and OD

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## How to Claim

### Prior to incurring expense

- Check policy to ensure that spend is permissible & within suggested limits
- Where necessary obtain authorisation to incur expense from line manager

### Incur expense

- Ensure that you obtain VAT receipt for each expense incurred
- Retain receipts for HMRC purposes (3 years should be kept)
- Inform manager of expenses incurred and provide receipts

### Submit expense

- Submit expenses via IBC on a monthly basis
- Expenses will be reimbursed on the next payroll run

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## FAQs

### **Can I claim for business travel within zones 1 and 2 if I receive a travel allowance?**

This is not permissible; expenses can only be claimed for additional spend that has been incurred.

### **Our office requires new kitchen equipment, for example a new microwave. Can I purchase one and claim this back via expenses?**

This is not permissible; you should contact Facilities Management to discuss.

### **Is there a time limit on submitting my expense claim?**

Claims for expenses should be made as soon as possible, ideally the next month and no more than three months after they are incurred. After three months any claims will only be approved in exceptional circumstances and must be processed your manager and via a My Enquiry process.

### **Do I need to upload my receipts to IBC?**

You need to retain receipts for HMRC purposes (3 years should be kept), you should also provide a copy of your receipt to your manager, who will upload to your employee file

### **Where should I keep my receipts?**

HMRC can request to have sight of receipts up to three years after the claim was made, a file on your computer with scanned receipts, broken into financial years is advisable

### **When can I make a claim for my glasses/lenses?**

The Council will only pay for glasses/lenses which are either required for general use, incorporating a special prescription for display screen use, or are required solely for display screen use

### **Do I need to tell my manager if I am going to make a claim?**

We operate a high trust model and do not require your manager to authorise expense claims. You should talk to your manager before you incur any expenses to agree them and after the event show them any relevant receipts to support your claim.

### **Are audits ever carried out on expenses claims?**

Yes, our external HR provider will contact line managers at set intervals to enlist their help in checking the validity of claims. HMRC may also choose to audit the expenses that we have paid which is why it is critical that employees maintain good records of any receipts relating to expense claims.

### **I think that one of my employees has made a fraudulent claim. What shall I do?**

If you have made your employee aware of the expenses policy and guidance any claim which you suspect is fraudulent should be dealt with under the disciplinary procedure. Fraud is considered gross misconduct and you should contact your HR team in the first instance to discuss next steps.

### **I have made an expense claim which is not entirely accurate, so I'd like to cancel and resubmit it, What can I do?**

You can change or delete a claim which is still in draft stage, however once you have submitted the claim, you will need to send a 'My Enquiry' form to HCC IBC to change or delete. If it is close to the payroll deadline you will need to call the IBC service desk.

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