

# Information

for County Councillors

Sheet Number:  
2013-17/240

From:	Scott Wooldridge, Governance Manager, Community Governance
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Date:	13 September 2016
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To:	All County Councillors
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## New Member Expenses claim forms for immediate use.

Please find attached updated members expenses claim forms for immediate use, an electronic copy is attached to this email and hard copies will be sent in the post. You may find the electronic copy more user-friendly as it auto-calculates the mileage for you however you will need to be able to print the claim form from home or when you are in County Hall as you will need to add your signature to a printed copy. Only written signatures are acceptable for audit purposes and also original fuel receipts will need attaching to the printed form so it is not possible to submit the form electronically.

You will notice that your claim form has changed. This is because the previous form was designed on the basis of processing claims on a previous HR Payroll system.

SAP uses codes for different claim items. When the forms are completed with the correct codes, this enables the Expenses Team to process claims with fewer queries and fewer claim forms need to be returned and therefore there is a lower chance of the claim being delayed. This will also mean a lower cost for the council to process the claims.

### **SAP Codes**

There are different SAP codes for different types of expenses but they are also divided between expenses with or without VAT payments.  
The codes below need to be used when the Expense has a VAT receipt:-

SAP Code	Expense Type (with <u>VAT</u> Receipt)
BRFT	Breakfast
DINN	Dinner
HTL	Hotel
LNCH	Lunch
PARK	Parking
Misc	Other

and these codes should be used when the expense you are claiming for has a Receipt but the provider is not VAT registered or if you do not have a receipt:-

SAP Code	Expense Type (with Receipt but <u>No VAT</u> )
BRFX	Breakfast - Receipt (No VAT)
DINX	Dinner - Receipt (No VAT)
LNCX	Lunch - Receipt (No VAT)
MISX	Other - Receipt (No VAT)
PARX	Parking - Receipt (No VAT)
TRNX	No Receipt - Expenses
NRCS	No Receipt - Subsistence
NRCX	No Receipt - Expenses

For information, a VAT receipt will have a VAT Registration Number on the Receipt e.g. Company VAT Reg 123 4567 89. When you have established whether or not the receipt is from a VAT registered company, you will know which code you should use.

### **Allowances**

As you will be aware, there is a maximum amount that you can claim for meals, the details of which are detailed on the front page of the form. For information this is not asking you to claim that amount, but providing you with a maximum allowance i.e. if you spend less than the maximum you would naturally claim for what you have spent but if you have had to spend more than the allowance, you would only be able to claim the maximum allowance.

### **Itemising your claim items and transferring the totals**

The details of all of your claims need to be itemised on the reverse of the form individually according to the relevant SAP code and some examples are on the form to help you.

The front of the form is designed for totals so all of your mileage would be detailed individually on the reverse of the form, added up and the total should appear in the box on the front of the form.

<b>Transfer Mileage Total (from overleaf)</b>	
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If you have had Dinner twice with no VAT you will list their individual amounts separately on the reverse of the form using SAP code DINX and then add the amounts together and place the total in the box which is on the front of the form.

<b>DINX</b>	Dinner - Receipt (No VAT)		
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### Additional information

You will notice that some boxes have been completed for you because these entries do not change such as 20 so you just need to add a 16 for 2016. The month will be the month that you are claiming for not the month you are submitting the claim. Your Personnel Reference number is your SAP Employee Number from your payslip.

You need to *tick* your vehicle type, write the name of your home town/ village, *tick* whether you are an Elected Member or non-Elected Member. The Travel Base is pre-completed with Home because your travel base is always Home so you can ignore this box.

The mileage rate is already completed. This is also the case for the Cost Centre.

Most importantly you must attach all original receipts to the reverse of the form securely with a staple (not paperclip), tick the box and make sure you sign and date the claim form.

**Claimant** – I certify that this claim is in accordance with the travel and Subsistence Policy

and that the vehicle used is insured for Business use.

**I confirm receipts are attached as required.** ☐

You may need to complete more than one form for your claim. If you do, please make sure that the forms are attached to each other as well as the receipts. Each form will need to be signed and dated please

You can complete the forms by hand however please ensure if you are doing this that your writing is legible.

If you chose to complete the form electronically you will still need to submit a printed copy which you have signed and dated.

Auditors request that Members provide details of their meetings so rather than just 'meeting' please provide details of the meeting e.g 'Attendance at Regulation Committee'.

Completed forms need to be with Rebecca Dunstan or Katherine Dunn in Community Governance before the 8<sup>th</sup> of each month.

In order to receive the full amount of mileage claim, VAT petrol receipts must be attached which pre-date the first date claimed for.

Attached is an example of a completed form to assist members.

Please use the new forms for future claims, unfortunately any claims submitted on the old forms will need to be returned to members and this could delay payment.

If you have any questions about the new form then please contact either Rebecca Dunstan 01823 359039 or Lindsey Tawse 01823 355059

For more information  
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