

Appendix 4

The
Electoral
Commission

Guidance for Electoral Commissioners on claiming fees and travel and subsistence

February 2017

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1 Introduction

1.1 Fees and expenses for Commissioners are published on the Commission's website every quarter. The information is collated to show clearly the purpose for which expenditure was incurred, in chronological order for each event for which expenses were incurred, and quarterly logs published on the website.

1.2 It will help us if you complete your fee and travel and subsistence claims with that in mind. Succinct but informative claim forms also avoid the need for us to check with either Commissioners or other staff regarding missing or incomplete details of any claim.

1.3 There are upper limits for expenditure for expenses, but you are asked at all times to make every effort to book travel, accommodation, and utilise subsistence as economically as possible. You may not be reimbursed if you incur costs above the limits in the guidelines, and will be expected to pay any difference. We will make every effort to help you with early booking, or finding comparative costs, wherever possible.

Travel Framework

1.4 The Commission is part of a travel framework whereby service providers make provision for online bookings on accommodation, air and rail tickets and car hire. Should you wish to use the travel framework directly, Finance and Procurement staff will provide some assistance in setting up your account with the service provider, and Commission staff can help you manage your bookings.

1.5 For more detail on all aspects of travel and subsistence policy, for example travelling by car, and taxi use, please refer to the policy itself (included in your induction pack and available on the Commission's intranet site) or ask the Secretary to the Commission Board.

2 How to claim fees

Overview

- 2.1 Fees are paid to the Electoral Commissioners on the basis of a daily rate. The daily rate for the Commissioners is fixed by resolution of the House of Commons.
- 2.2 The relevant resolution of the House of Commons provides that an Electoral Commissioner shall be paid at a rate equivalent to Band 4 of judicial salaries, currently £374 per day, and £187 per half day as at April 2017.
- 2.3 The fees for the Electoral Commissioners are paid direct into their bank accounts from the Consolidated Fund, by Liberata the Treasury's payroll firm, on receipt of a certified fee form.

Calculation of fees

- 2.4 Please keep a record of work undertaken for the Commission (or events attended in your capacity as a Commissioner) and provide a short description of your activities, including location, and times, on your fee claim form. Please refer to the published expenses on the website for examples. A reminder of what to include is at paragraph 2.8 below.
- 2.5 Time spent on preparation and reading may also be claimed. As a general rule of thumb, preparation for any meeting is expected to take about half a day, unless it is an exceptional meeting, or circumstances, in which case it is worth indicating briefly on the form what they are. Where you have units of time of less than either a whole or a half day, give start and finish times and we will aggregate those into the nearest whole and half days (a whole day being about 7.5 hours and a half day 3.5-4).
- 2.6 Attendance at events such as Commission Board meetings and all day training courses and events will usually count as one day, whether or not the total time spent on that day is less than, or exceeds, 7 hours.

Fee claim forms

- 2.7 Please complete the Commissioner's fee claim form (see example of completed form at Appendix B) for each calendar month and submit the form (via post) to the Secretary to the Commission Board. If an activity crosses a month, please split the activity accordingly across two fee claim forms. Forms must be signed by the claimant.

2.8 Claims should be completed and sent to the Secretary to the Commission Board as soon as possible after the end of the calendar month, and in any event no later than the date notified to you by Secretariat. Payment by Paymaster will normally be made on the last day of the following month, provided the forms have been received by the Secretariat by the cut-off date. Treasury require signed copies in order to make payment. The following information should be included in your fee claim form for each entry:

- Day worked (ie the date for which you're making the entry)
- Start and finish times
- Nature of activity (meeting, preparation, teleconference, briefing)
- Location
- Topic/title of meeting
- Person meeting
- If claiming for preparation (reading) please state for which meeting or event

Travelling time

2.9 You may claim fees for time spent travelling to the Commission's offices. Claims made for time spent travelling should be recorded as 'travel' and include start and finish times, ie when you left home and when you arrived at the meeting venue). However, since one day's claim will apply to Board meetings (however long, or short, the day), this is most likely to have an effect on travel to other meetings. In other words, a day's claim is the limit one can make, regardless of the length of the day.

Informal dinners – fee claim

2.10 Since Commissioners usually travel down to London the evening before a Commission Board meeting, there is an opportunity to get together that evening to discuss Commission matters informally over dinner. On these occasions where there is substantive discussion on Commission business at the informal meeting of Commissioners over dinner, fees may be paid for the evening (at the rate of half a day) but such events will **not** also be eligible for subsistence. You are therefore expected to pay for your own meal but can submit a claim for fees for the evening.

2.11 On occasion, the Commission may hold a dinner for both the Executive Team and Commissioners at which attendance would be expected. In that case the Commission would pay, either by invoice or by Commissioners' claims, up to the limit for dinner in the Commission's Travel and Subsistence policy. (In December 2016, the upper limit for dinner is £30 – see Appendix A below - but please note that all limits in the policy are under review.) Any alcohol consumed must be paid for separately and cannot be reimbursed.

2.12 If you do not meet for an informal dinner, you will not be normally be claiming fees for working, and may claim subsistence in the normal way for your evening meal.

3 Claiming expenses

3.1 The Commission will either pay direct, or reimburse you for, the reasonable actual costs of travel, accommodation, meals and certain other expenses incurred while travelling on Commission business, within the limits set out in the travel and subsistence policy.

Expense Claims

3.2 You must claim only for the actual cost of expenses incurred wholly, exclusively and necessarily in the performance of your duties on Commission business. The only exceptions are where you claim the flat rate Incidental Costs Allowance for miscellaneous overnight expenses.

3.3 Commissioners are required to submit an expense claim form (example of completed form at Appendix C) via post or scanned and emailed to the Secretary to the Commission Board for each calendar month for which expenses are claimed as soon as possible after the end of the calendar month, and in any event no later than the date notified to you by Secretariat. All expense forms should be signed and include the following:

- name, address, bank details and National Insurance number
- Date of travel and mode of travel (including mileage)
- Where you travelled from and to
- Type of expenditure (dinner, drinks)

3.4 In addition to that, please ensure that you include all receipts or invoices needed to support your claim, and remember to sign the form.

Lost/No Receipt

3.5 If you are unable to obtain a receipt, such as from a car park machine, for travel on Commission business, or have lost your receipt, you must submit your claim as normal and note the reason for absence of the receipt on the claim itself or separately by email (written confirmation is needed for audit purposes).

3.6 If you are using a personal Oyster card, you should register it for online use with TfL, and download a Journey History Report, which covers journeys made in the preceding 8 weeks, to support your claim.

3.3 Authorisation of Claims

3.7 Commissioners' claims are certified by the Secretary to the Commission Board, and in her absence the Legal Counsel. These claims are reviewed monthly by the Chair.

3.8 Details of all expenses paid to Commissioners, Executive Team and the Heads of the Commission's offices in Scotland, Wales and Northern Ireland are published online every quarter.

3.9 The Electoral Commission may not reimburse the expenses you claim unless your claim is supported by the necessary evidence and the person responsible for authorising the payment has confirmed their approval of the claim.

3.10 It is your responsibility to get and keep receipts for any expenditure, and to keep a record of any car mileage you subsequently claim for.

3.4 Travel and tax liability

3.11 The HMRC designation of the Commission's London office as your usual place of work means that ordinarily you would not be able to claim for costs of travel to London, or an overnight stay, without it being a taxable benefit. However, the Commission has advised HMRC that it has agreed to assume the tax liability. A written statement to that effect can be provided for use with your own accounts if required.

3.12 You are expected to book the most economical travel available.

3.13 If you have a Railcard of any description, you are expected to use it to benefit from any reductions in the costs of any travel booked by you, or on your behalf, on Commission business.

3.14 The costs of first class travel will not be reimbursed unless it was the most economical or only possible means of travel on that occasion. In that case you will be asked briefly to set out the circumstances. You may upgrade to first class travel at your own expense.

3.15 For those of you with access to a train sleeper service, there are occasions on which that service appears more expensive than the equivalent flight or day-time rail fare, but is more economical when the saving on an overnight hotel stay is taken into account.

3.16 Meetings of the Audit Committee are usually on the day before Commission Board meetings, to save on travel costs for those Commissioners who are on both bodies. Likewise, a number of informal Commissioner Reference Groups with a short-term specific remit will often meet on or around Commission Board dates, to make best use of Commissioner attendance. If you are a member of such a reference group it may be worth checking with the member of staff who organises it, or with Secretariat, whether a meeting is planned so that you can factor it into your travel arrangements.

3.17 Use of taxis is discouraged. If circumstances have made it necessary or unavoidable for example, no alternative public transport, the time of travel ruled out an alternative, the cost of public transport is comparable - please

give the reason and, if sharing with another Commissioner, indicate that in addition to the other usual information (from, to, when). (Please refer to the Commission's Travel and Subsistence policy for further detail on taxi use.)

3.18 If you use your car to claim mileage we will need to receive a copy of your car insurance which includes business use.

Appendix A - Rates

Limits on expenses reimbursement

Reimbursement will be made for actual expenditure, supported by receipts, up to the threshold of:

	London	Elsewhere
Accommodation (Where not able to use Travel Framework)		
Hotel, - Bed & Breakfast	£130.00	£90.00
Meals: A maximum per day to cover all meals – breakfast, lunch and dinner – if not already included in the price of the accommodation.		£30.00
Overnight incidental costs allowance		£5.00
Your own car (with valid business use insurance)		
First 10,000 business miles in a financial year:		45p per mile
Each mile over 10,000 business miles in a financial year:		25p per mile
Passengers (all business mileage)		5p per person per mile
Motor cycles		
Pence per mile		24p
Bicycles		
Pence per mile		20p

Part-time Electoral Commissioner's Fee Claim Form

				Please complete in block capitals & use black ink, as the form may be photocopied. Please note that in some circumstances Tax & National Insurance may be payable. Please claim any travel & subsistence expenses separately.		
Name of payee						Ref: _____ _____
Start Time	Finish Time	Worked Date		Activity Details of Claim	Target	Fee payable
14:00	18:00	- 11/07/2010		Meeting preparation/reading		£181
19:30	22:30	- 14/07/2010		Commission Dinner		£181
09:00	15:30	- 15/07/2010		Commission Board		£362
09:30	12:00	- 19/07/2010		Preparation for reference group meeting		£181
15:00	16:30	- 20/07/2010		Reference Group meeting (via teleconference from devolved office)		£181
		-				£
		-				£
		-				£
		-				£
		-				£
		-				£
		-				£
		-				£
		-				£
Payable Total						£1,086

Please note that the claimant must sign the claim and the claim authorised by a senior member of staff with budget authority.

DECLARATION

I declare that:

- 1. I have not knowingly made any false statement in preparation of this claim
- 2. That all fees I claim on this form have been actually and necessarily disbursed on service for The Electoral Commission.
- 3. No other claim, in respect of any of these items included in this account have been made or will be made against the Electoral Commission or any other Public funded body.



Signed & Certified by Claimant.....

Dated: 30/072010

CERTIFICATION

(This must be the Chief Executive Officer, Deputy Chief Executive Officer or the Secretary to the Commission & after the certifying Officer has signed the form, it should NOT be returned to the claimant.).

I, the Certifying Officer, declare to the best of my knowledge the activities discharged for which fees are claimed were necessarily undertaken on official business for the Electoral Commission.

Payment authorised by Certifying Officer:.....

Dated:/...../.....

Name (in block capitals):.....

Job

Title:.....

Travel and subsistence claim form **This form should only be used where the claim CANNOT be submitted via eBIS**

Complete in **block capitals** as the form may be photocopied. Securely attach receipts and tickets to support claims. Payment will not be made unless the appropriate documentation is provided. Please refer to The Commission's travel and subsistence policy to ensure that your claim is permissible. Note that in some circumstances tax and National Insurance may be payable on items of travel and subsistence.



Full name: **David Smith** First two letters of NI number: **JR**

Home address: **12 Acre St, Leeds, L2 4DS** Remittance address: _____

Bank name: **Natwest** Bank details to be completed by new staff only

Bank address: _____ Bank sort code: **00-00-00** Bank account number: **1234567**

Project No.	Work Stage	Account Code	Cost Centre	Date	Time out	Time back	Purpose of journey	Details of claim	Receipt attached?	Travel claim	Subsistence claim
		-		14/07/2010	15:30	15:45	Travel to and from London for Commisison Board	taxi to train station (problems with branch line)	-	£ 7.00	£
		-		14/07/2010	14:15	17:15	Travel to and from London for Commisison Board	return rail ticket - Leeds to London	-	£ 48.60	£
		-		14/07/2010	17:30	18:00	Travel to and from London for Commisison Board	travelcard to hotel	-	£ 4.00	£
		-		14/07/2010			Travel to and from London for Commisison Board	Hotel - overnight accommodation including breakfast	-	£ 118.00	£
		-		14/07/2010			Travel to and from London for Commisison Board	(travelcard) to restaurant	-	£ 4.00	£
		-		15/07/2010			Travel to and from London for Commisison Board	beverage on train	-	£	£ 2.50
		-		15/07/2010			Travel to and from London for Commisison Board	bus home from train station	-	£ 4.20	£
		-		20/07/2010	14:00	17:30	Commission Reference Group	Return rail ticket - Leeds to York for teleconference	-	£ 16.00	£
		-							-	£	£
		-							-	£	£
Sub total										£ 201.80	£ 2.50

Please note that the claim cannot be paid unless it has been closed with a diagonal line through unused lines, the declaration on the reverse has been signed by the claimant and the claim countersigned by an authorised signatory for all cost centres being charged.

Travel & subsistence claim sub total	£ 204.30
Less advance (if any)	£ 0.00
Total payable	£ 204.30

Milage claim
The amount highlighted under "This Amount /£" must be reflected in the main body of the travel and subsistence claim form.