OFFICE OF THE TREASURER OF SARK
LA CHASSE MARETTE, SARK GY10 1SF
Telephone: (01481) 832576 E-mail: treasurer@sarkgov.co.uk

CHIEF PLEAS EXPENSES POLICY

1. Purpose of this policy

The Sark Treasury acknowledges that Members of Chief Pleas, Officers and Employees may incur reasonable expenses in the carrying out of their roles.

This policy provides a clear framework for claiming and reimbursement of out of pocket expenses incurred during official duties. It ensures that public funds are used responsibly, transparently, and in a way that delivers value for money. It also promotes accountability, consistency and fair treatment in the use of public resources.

This policy replaces any previous commitments or agreements on expenses and applies without exception.

2. Scope of this policy

This policy applies to:

- Members of Chief Pleas
- Officers of Chief Pleas
- All employees, whether permanent, temporary or contracted

3. Principles of this policy

3.1 All expenses must be reasonable, necessary and incurred in the course of official duties.

3.2 Conseillers, Officers and all employees must seek value for money and use public transport and the most economic options wherever possible.

3.3 Claims must be submitted by completing an Expense Claim Form (see Appendix B) and be supported by receipts.

3.4 Claims must be submitted as soon as possible, and at the latest within 30 days of any expense being incurred.

3.5 Digital receipts are encouraged where possible to support sustainability and reduce paper waste.

4. Insurance

4.1 Chief Pleas has a Business Travel Insurance Policy in place. This covers all Conseillers, Officers and Employees whilst off Island on business travel.

4.2 Cover includes, but is not limited to, medical expenses and repatriation, personal property, and travel cancellation/rearrangement.

4.3 A copy of the policy and the ‘Travel Card Pack’ can be obtained from the Treasury office.

5. Eligible expenses

Travel

5.1 Conseillers, Officers and Employees should consider whether travel is necessary or whether the task/meeting could be completed by telephone or video conference.

5.2 Travel should be booked in advance through the Committee Office wherever possible.

5.3 When travel is necessary, and has not been booked in advance by the Committee Office, the most cost-effective methods of travel must be used:-

- Train – standard class only
- Air – economy class only. Budget airlines should be used where available
- Taxis – permitted only when public transport is unavailable or impractical

5.4 Travel outside the Bailiwick or internationally must be pre-approved at a quorate Committee meeting, and minuted.

5.5 For clarity, discounted bookings with Sark Shipping must be directly necessary for the fulfilment of the role, i.e. not for personal use. Such bookings should be made in advance through the Committee Office. Discounted bookings or free travel simply by virtue of role are not permitted.

5.6 If compensation is claimed for any delays, e.g. delayed flights, then such compensation must be returned to the Treasury.

Accommodation

5.7 Overnight accommodation will only be approved when significant travel has to be undertaken and will only be authorised in respect of early morning or late afternoon work, and when no connecting Sark Shipping return sailing is available.

5.8 Accommodation should be booked in advance through the Committee Office wherever possible, and should take the form of bed and breakfast accommodation only.

5.9 Maximum reclaimable nightly rates apply - please see Appendix A for current rates. Higher rates may be considered in exceptional circumstances if justified and approved in advance.

Subsistence

5.10 Maximum reclaimable rates apply for subsistence costs whilst travelling – please see Appendix A for current rates.

5.11 Alcoholic drinks are not reimbursable.

5.12 Claims made for subsistence must not exceed actual expenditure.

5.13 If any gratuities and service charges are paid these are included in the daily limits.

Hospitality

5.14 Where Conseillers, Officers or Employees have been preauthorised to entertain guests, costs will be reimbursed for food and drinks. Pre-approval must be minuted in a quorate committee meeting.

Other expenses

5.15 Conference fees, professional memberships (if pre-approved) and minor office supplies may be claimed.

5.16 If attending all day on-island training and if applicable, food and drink will be provided by the arranging committee. This should take the form of sandwiches and soft drinks only.

5.17 Gifts, personal items or leisure activities are not reimbursable.

5.18 Reimbursement for professional development must align with individual development plans and be pre-approved.

6. Procedure for submitting an expense claim

6.1 An Expense Claim Form is available in Appendix B of this policy.

6.2 Claims must be submitted at the latest within 30 days of the expense being incurred.

6.3 The Expense Claim Form should be completed and receipts attached, or digital receipts submitted alongside the claim form and authorised by the relevant Committee Chair. Any claims made without receipts or outside policy limits may be rejected.

6.4 In exceptional circumstances, where receipts cannot be obtained, a redacted bank statement showing the expense or a written explanation must accompany the claim and be approved by the relevant Committee Chair.

6.5 The Claim Form should then be submitted to the Treasury. It will be reviewed to ensure adherence to this policy, and if agreed, be processed.

6.6 Submitted claims will be paid on a Thursday and cut off for submission is 12pm.

7. Roles and responsibilities

7.1 The Treasurer is responsible for verifying claims, maintaining records and ensuring compliance.

7.2 Committee Chairs are responsible for initial review and ensuring that claims are justified. They are responsible for authorising claims prior to submission to the Treasury.

7.3 The Committee office should where possible coordinate all bookings for travel and accommodation if required.

7.4 Claimants are responsible for understanding and complying with this policy.

8. Non-compliance

8.1 Serious breaches of this policy may be referred to the relevant Code of Conduct panel or other relevant authority.

9. Transparency

9.1 Members of Chief Pleas' expenses will be published quarterly in line with Government transparency guidelines.

10. Review

10.1 This policy will be reviewed every two years or sooner if required by legislative changes, audit findings or recommendations from Chief Pleas.

Appendix A

Expense claim categories and current rates claimable:

Travel

No set rates, but please ensure where practicable that tickets are booked through the committee office prior to travel. See sections 5.1 to 5.5 for more information

Accommodation

Where possible, accommodation should be booked in advance through the Committee Office. If not practical, the following maximum nightly rates apply:-

Guernsey Winter (October to March) Rate:	£75.00 per night
Guernsey Summer (April to September) Rate:	£140.00 per night
London:	£170.00 per night
Elsewhere in the UK:	£120.00 per night

Subsistence

Breakfast (if not included in room rate):	£10.00
Lunch:	£12.50
Dinner (no alcohol is claimable):	£25.00
Incidentals	£5.00

Appendix B

OFFICE OF THE TREASURER OF SARK

LA CHASSE MARETTE, SARK GY10 1SF
Telephone: (01481) 832576 E-mail: treasurer@sarkgov.co.uk

EXPENSES CLAIM FORM

Claimant Details

Name:	
Reason for claim:	
Date of claim:	

Expense Claim Details

Date of expenditure:	Category (see list):	Detail of expense claimed:	Amount claimed (£)

TOTAL (£):	

CLAIMANT DECLARATION

I attach appropriate supporting receipts, vouchers, record or other proof, itemised for each cost.
I declare my expenses to be accurate and true, and incurred wholly in the performance of my duties.

Signature, Name & date	

Committee Approval

Committee Chair signature:	
Date agreed by Committee:	

Treasury Approval

I confirm the expenses are in line with the current expenses policy and I authorise payment.

Signature, Name & date	