



To: Audit and Procurement Committee

Date: 21 October 2013

Subject: JEEP Suggestion – Expenses Receipts

1 Purpose of the Note

To provide information relating to employee suggestions (extract below) relating to the handling of expenses receipts:

After spending time photocopying fuel receipts, car park receipts and putting them in separate envelopes, filling in the front of envelopes and taking them to the post area I think the process of making claims through Resourcelink could be streamlined. I understand that each claim uses 2 envelopes - each envelope costs 25p. These are collected from Council offices, driven c4 miles to Lythalls Lane, re-opened and envelopes disposed of. Reducing this vehicle use would help the Council's carbon savings and improve air quality. I question why receipts cannot be scanned and attached directly to RLink which would be more efficient, save officer time, envelope cost, waste envelope disposal cost, fuel, etc., HMRC accept electronic receipts for tax purposes so you don't need the paper ones. If you couldn't use RLink to attach receipts, could you use a local cycle delivery company instead of vans? This could also help carbon savings/improve air quality. Lythalls Lane is an area of high deprivation/health inequalities and air quality standards are exceeded.

2 Information/Background

The situation is that employees are already able to scan and e-mail their receipts and have been able to do this for some time.

The relevant email address is on the global list at expensereceipts@coventry.gov.uk.

The HR Service will now remind staff that they can scan receipts and e-mail them to our payroll team. They do not have to post them.

3 Recommendations

The Audit & Procurement Committee are asked to:

- Note the current arrangements whereby expenses receipts are scanned/emailed
- Note that employees will be reminded that they do not have to post hard copies of their expenses receipts to the payroll team.