

Imperial College Union
Petty Cash Claim Procedure & Taxi Allowances – Amendment
*A paper by the Deputy President (Finance & Services)
and the Deputy President (Finance & Services) elect*

Background

Union staff members working beyond midnight are entitled to a taxi allowance. Casual staff members may claim up to £10, and there is no set limit for permanent staff members. The current policy states the amount claimable by permanent staff members is at the discretion of the DPFS.

Outlet managers pass taxi claims and reimburse staff from petty cash. The subsequent claim form, consolidating a number of taxi and other claims, requires authorisation by the DPFS (even if the total amount is below the DPFS authorisation level – which is almost always the case).

Issues

We have some concerns over the taxi entitlements procedure; however, as the current process has been in place for almost two years, it is now legally considered a part of the staff's conditions of employment, and will take more than a policy amendment to change.

The requirement for the DPFS to authorise Union claim forms is an anomaly. Regulation 8 P.20 of the Union Constitution states that:

Operational managers may authorise expenditure consistent with their budgets, subject to approval by the Union [General] Manager or the Deputy President (Finance & Services) for orders or contracts in excess of £5,000 up to £50,000.

Budget holders may authorise expenditure up to £5000 within their own budgets. The Petty Cash Claim Procedure & Taxi Allowances Policy seems to contradict this, requiring DPFS involvement in relatively small sums. It also means budget holders have no direct involvement in the authorisation of these forms, which directly affect their budget. It would make more sense for claim forms to be signed off by budget holders.

Proposals

- To strike the first resolution from the original policy, which reads
 - While individual petty cash claims (vouchers) will be passed by outlet managers, all petty cash reimbursements are to be authorised by the DPFS.

- To add the following amendment:
 - Individual petty cash claims (vouchers) will be passed by outlet managers, and petty cash reimbursements are to be authorised by budget holders.

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Petty Cash Claim Procedure & Taxi Allowances (Amended)

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Background

1. All staff members of the ICU can claim reimbursement for petty cash for various items bought; this includes claiming back taxis expenditure. The authorization process is not consistent, leading to claims being reimbursed without any scrutiny on a union wide level.
2. At present the Union petty cash vouchers are authorised by budget holders and the claim for reimbursement is authorised by DPFS.
3. Shop petty cash vouchers are authorised by their team and the reimbursement is authorised by DPFS.

Issues to address

1. Bar SK petty cash vouchers are authorised by team leaders and the reimbursement claim is authorised by the commercial services manager.
2. Bar CX petty cash vouchers are authorised by team leaders and reimbursement claim by the commercial services manager.
3. Catering petty cash vouchers are supported by supplier receipts and signed by Ofelia who is responsible for the cash; the reimbursement then authorised by commercial services manager.
4. There is currently no official procedure regarding the Taxi allowance for staff members traveling home
5. At present managers are able to authorise their own payments on credit cards held by them.

Proposal

It is proposed that:

1. Individual petty cash claims (vouchers) will be passed by outlet managers, and petty cash reimbursements are to be authorised by budget holders. ~~While individual petty cash claims (vouchers) will be passed by outlet managers, all petty cash reimbursements are to be authorized [sic] by the DPFS.~~
2. Only staff members (including casual staff members) with shifts ending on or after 12AM are automatically entitled to a taxi allowance.
 - Note:
 - Casual staff members can claim a maximum of up to £10
 - For permanent staff members there is no limit, however the amount claimable is at the discretion of the DPFS within reason.
3. All Union card holders must have their Union card payments authorised by the DPFS.