

## **Procedure for the Approval of Chief Officer Expenses**

### **Introduction**

The City Corporation has in place an Expenses Scheme whereby staff can reclaim expenditure committed on official City Corporation business. For Chief Officers any expenses claims should be made following the procedure outlined below.

### **Procedure**

- All claims must comply with the City Corporation's policy and procedural requirements for the payment of expenses in force from time to time; this includes prior authorisation by the Town Clerk (or in the case of the Town Clerk, by the Chamberlain) for any overseas travel.
- Wherever possible, Corporation procurement cards should be used.
- All claims for expenditure incurred on City Corporation business, must be supported by receipts/invoices for the sums incurred and submitted on official Business Expenses forms. The two forms available to Chief Officers are:
  - the Business Expenses & Travel Claim (attached to the Business Travel Scheme)
  - Form EXP5 – Miscellaneous Business Expenditure
- Expense claims shall be grouped and submitted for approval no more than once per month and Chief Officers may wish to pass to their departmental Finance Managers for initial checking;
- Any expenditure claims must then be submitted to the Authorising Officer as set out below;
- The Authorising Officer may authorise a claim, request further information or decline to authorise a claim (providing written reasons) if they believe that the claim is not allowable under the policy or is otherwise defective.
- In the event of a dispute in relation to claims refused by the Chamberlain or the Comptroller and City Solicitor the matter shall be referred to the Town Clerk.

### **Authorising Officers**

The Town Clerk, Chamberlain and Comptroller and City Solicitor ("the Statutory Chief Officers") are authorised to approve and authorise Chief Officer's expenses and will be responsible for the approval of expenses claims by Chief Officers as set out below. In the absence of the responsible Statutory Chief Officer either of the other Statutory Officers may act in their place for the purposes of approving expenses. The Town Clerk's expenses will be approved by the Chamberlain or the Comptroller and City Solicitor.

#### **Town Clerk**

Chamberlain

Comptroller and City Solicitor

Remembrancer

Deputy Town Clerk

Director of Human Resources

Director of Economic Development

Director of Public Relations

**Chamberlain**

The Town Clerk

Director of Open Spaces

Director of Culture Heritage and Libraries

Principal of the Guildhall School of Music & Drama

The Private Secretary to the Lord Mayor

Director of Markets and Consumer Protection

**Comptroller & City Solicitor**

City Surveyor

Director of Built Environment

Director of Community and Children's Services

Managing Director of the Barbican Centre

Head of City of London Boys' School

Head of City of London Girls' School

Head of the Freemans' School

20 February 2013