

Staff car parking while on duty in the Company office

The Company acknowledges that car parking in the central Romford area is expensive and takes a disproportionate amount of a lower paid employee's earnings. Unlike many employers based in the Town Centre, the Company does not have access to its own parking facility and staff must, therefore, use public car parks. Accordingly, the Company has resolved to assist its lower paid employees by meeting part of the cost of parking while they are at the office.

It should be noted that HMRC rules require that the payment of such parking costs be regarded as additional income, as a benefit in kind, and there is therefore a tax liability on the part of employees who pay tax, of 20p in the £. This is unavoidable. To comply with the HMRC rules, only staff earning £8,500 or less per annum are entitled to claim the payment.

Accordingly, staff (but not directors) are entitled to reclaim the cost of parking in a public car park in Romford Town Centre while attending the Company's office. This entitlement will be incorporated within the contracts of employment of the staff in question.

All claims for repayment must be accompanied by a receipt – the parking ticket will be accepted for this purpose. Claims must be submitted monthly, by no later than 10th of the month, on a separate expenses claim form from any used for other expenses. Payment will be arranged through the payroll provider, and be included in that month's pay, net of any deductions due.