**Freedom of Information - Humberside Fire and Rescue Service**

**2022/023 - Spending - Travel, Expenses and Invoices**

**The request is:**

**Please could you answer some questions about how you are currently handing your spending at the Authority:**

**Travel & Expenses**

1. What finance system do you use?
2. What system do you use to manage and process your staff’s expenses?
3. What is the expense process?
4. How many expense claims were made in FY21/22? And what was total value of expense claimed in FY21/22?
5. Can you submit expenses remotely?
6. How are you claiming VAT on mileage? Do your staff have to deduct commute from mileage?
7. What percentage of expense claims are you auditing?
8. How many FTEs (full time employees) do you have processing expense claims?
9. What is the average time to reimburse your staff’s expenses?
10. How are you reporting on expense spend, PSA expense types and scope 3 emissions reporting?
11. What are you biggest categories when it comes to Travel Spend?

**Invoices**

1. What system do you use for managing/processing invoices?
2. What is your current invoice process for handling supplier invoices, from receipt to when it is posted in the ERP/finance system and ready for payment?
3. How many invoices were processed in FY21/22?
4. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?
5. What percentage of invoices were paid late in FY21/22?
6. Do you use Optical Character Recognition (OCR) to scan invoices?
7. Do you have to manually validate the scanned invoices from the OCR capture?
8. Do you currently have a PO system or a non-PO system? If you use both types – what is the percentage of PO invoices vs. non-PO invoices?
9. Are you claiming VAT on invoices? If so, are you doing this in-house?
10. How are you currently reporting on invoice spend?

**The response is:**

**Travel and Expenses**

1. Aptos Financial system
2. Aptos Financial System for expense claims. Mileage is processed through outsourced payroll (iTrent system).
3. An expense claim form is completed and authorised by the line manager, submitted to Finance and entered onto the Aptos system for payment. Mileage claim forms are completed and authorised by the line manager, submitted to Finance to collate and passed onto Payroll in bulk.
4. Mileage – 334 claims. Total value £18,806.16

Expenses – 72 claims. Total value £2,426.61

1. Yes
2. VAT is not reclaimed.

Staff do deduct commute from mileage.

* 1. All
  2. 0.86FTE
  3. Mileage – 1 month

Expenses – 2 weeks

* 1. Expense spend is reported as per the Transparency Code. PSA expense types are managed by the external payroll provider and Scope 3 emissions are not reported.
  2. Courses, detachments & deployments (transfer of operational staff to different

locations).

**Invoices**

* 1. Aptos Financial System
  2. The Purchase Order is receipted when goods/services are received, the invoice is

entered on the system, matched against the purchase order and paid on a payment

run.

* 1. 4,481
  2. 0.86 FTE
  3. 16%
  4. No
  5. N/A
  6. PO system
  7. Yes, in-house.
  8. Reported as per the Transparency Code.

If you are unhappy with the handling of your request, you have the right to ask for an internal review. A request for an internal review should be made within 40 working days of the date of this email. If you are not happy with the outcome of the internal review, you have the right to apply direct to the Information Commissioner. The address is: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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