

Councillors Briefing Note No. 309

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Members Expenses

Councillors will recall previous briefing notes relating to the introduction of electronic claims via the SAP portal with effect from 1 April 2016. ([Briefing Note 286](#) and [Briefing Note 289](#)) The Payroll team and the Corporate Office have worked with Councillors to support the transition from the old paper system on an ongoing basis. The majority of Councillors have now moved across successfully to the electronic system which has delivered significant efficiencies in the processing of claims.

It had been anticipated that by now all claims for expenses would be made via the SAP portal and within the three month timescale. This briefing note formally withdraws the access to the old paper claim system with effect from 1 January 2017 in preparation for the new Council in May 2017. In addition to this, claims that are submitted outside of the three month timescale will be sent to the Monitoring Officer for review and authorisation. Please be aware that this will result in a delay in claims being paid.

If there are still any Councillors that require support with SAP then this remains available from the Business Support team within the Corporate Office by contacting coporatebusinesssupport@wiltshire.gov.uk