



Expenses Policy

The Parish Council will reimburse its Clerk and elected members' travel and subsistence costs while on Parish Council business, provided the expenditure has been authorised, receipted and certified in accordance with this Protocol.

Receipts

A supporting receipt for any expense claimed must be attached to the claim form in all cases where these are normally obtainable. Un-receipted expenditure will not be reimbursed except for mileage claims and at the discretion of Council.

Current expense reimbursement rate is laid out in the Appendix attached.

It is important that the Clerk/Councillors keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to the Inland Revenue.

In respect of car travel, it is recommended the Clerk/Councillors should keep a log showing where business journeys commenced and ceased and the number of miles travelled (deducting any personal element of the journey).

Travel

All rail travel shall be by the cheapest standard class fare available. It is strongly recommended to book rail fares in advance whenever possible and make full use of any discounted rates. For attendance at meetings where dates are set well in advance, the use of advance tickets is expected.

Taxis shall only be used when essential [e.g. urgency, awkward hours, transport of baggage, health reasons.]

Travel by car will be reimbursed at the mileage rates laid out in the Appendix attached, as will reasonable parking costs.

Subsistence

Subsistence will only be paid for business which involves leaving home before 7am or returning home after 7pm, and involving a total home to home duration of 8 hours or more

Authorised expenditure on meals and light refreshments, including reasonable drinks with meals, will be reimbursed up to the limits as per the Appendix attached

Any claim exceeding the maximum allowable costs will be reduced accordingly

Hotels

The cost of hotel accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impracticable to attend the approved duty without staying over the previous night: for example where a members' journey would have to start from home before 6.00am. Any hotel accommodation requirements must be agreed with the Council in advance and should not exceed £75 per night (£90 per night for London). E.g. Premier Inn or Travelodge

Miscellaneous

For employed staff their contract of employment should be read in conjunction with this policy. There may well be other incidental expenses incurred by Councillors that are not covered by this policy. All cases of doubt should be referred promptly to the Clerk/Chair, prior to incurring the expense.

Non-Reimbursable Expenses

The following categories of expense will not be reimbursed:

Those claims not supported by fully documented receipts, unless exceptional approval has been given by the Council

Personal entertainment of any sort.

Mini bar/bar bills

Entertaining Councillors or individuals.

Claims for unidentified small items of expenditure.

Any claims in excess of the maximum limits set by this Policy

Submission and Payment of Expense Claims

All claims must reach the Clerk within one month of being incurred.

The Clerk or Chairman will scrutinise all claims submitted for approval at the next Parish Council meeting

Appendix A

Motor Mileage/Rates/Subsistence

45 pence per mile

£0.00 food provided

£5.00 food not provided

NB These figures to be reviewed at every review.

This policy will be reviewed and revised as necessary and bi-annually from the date below.

Signature Date:

Review History Issue

Reviewed by an elected councillor

Reviewed by Parish Council

Date of next Review