



Travel & Expenses Policy

Adopted at the meeting of 3 June 2024

1. Introduction

- 1.1. This policy applies to the Clerk and all Members of the Council.
- 1.2. The policy provides a framework to show how the Clerk and Councillors can claim and be reimbursed for reasonable and authorised expenses that are incurred during their normal course of work, or in executing their duties as a Member of the Council.

2. Expectations

- 2.1. The Clerk and Members are expected to:
 - Behave honestly, responsibly and within the guidelines of this policy;
 - Submit expenses claims within reasonable timescales, on the currently approved forms and provide enough information to explain the need for the expense, and
 - Keep all receipts and provide VAT receipts (where appropriate) to allow the Council to reclaim the VAT.
- 2.2. The Council will:
 - Check claimed expenses are authorised in line with this policy and
 - Approve and pay legitimate claims promptly.
- 2.3. If the Clerk or Member fails to comply with this policy, this may delay reimbursement or cause claims to be rejected. In the case of the Clerk, persistent or deliberate non-compliance may result in disciplinary action. In the case of a Member this may result in detailed investigation and possible referral to the Monitoring Officer.

3. Travel related claims

- 3.1. The council has followed the guidance of HM Revenue and Customs in setting the following travel related expense rates:
 - Private car mileage – 45p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
 - Additional passenger mileage in a private car – 5p per mile per passenger
 - Motorcycle mileage – 24p per mile
 - Bicycle mileage – 20p per mile
 - Rail or bus fare – reimbursement of cost (standard class) as shown on ticket
 - Parking – reimbursement of cost as shown on ticket (only if no free parking is available within reasonable walking distance)
- 3.2. In the case of the Clerk, mileage claims should only be made for travel previously authorised by the Council, and in the case of attending authorised meetings claimed for the distances in excess of normal 'travel to work'. Members cannot claim mileage for travel between home and location of Council meetings.
- 3.3. The Council will not, under any circumstances, reimburse the Clerk or Members for

penalty fines incurred due to speeding, unsafe driving or any other motoring offence, or for parking fines.

4. Other expenses claims

4.1. The following expenses are acceptable and the Clerk and Members will be reimbursed for them provided they have been authorised in advance:

- Overnight accommodation and sustenance where required for attendance at a Council related event;
- Professional membership fees and
- Office consumables, such as ink and paper, and other expenses such as postage, incurred in the performance of Council business.

4.2. For members:

- Childcare costs at a rate of up to £9.85 per hour, where failure to pay for childcare would result in the Councillor's non-attendance at a meeting of the Council, or other council-related event previously approved.

5. Claims process

5.1. The Parish Clerk and Members must fill out the currently approved Expenses Claim Form promptly after incurring expenses (and no later than 3 months after the claim date) and submit for approval.

5.2. Where relevant, receipts, invoices, tickets or other evidence of expenditure should be attached to the Expenses Claim Form.

5.3. The council is responsible for checking the claim complies with this policy and includes receipts (where applicable). Once the council is satisfied, a member will sign the form in the normal course of approving monthly payments, thereby authorising the payment to be made.

5.4. Payment will be made via bank transfer in accordance with the Council's Financial Regulations.

5.5. If the Clerk or Member is unsure whether a claim is likely to be acceptable, they are advised to seek clarification by putting a request to the Council prior to incurring the expenses.

5.6. In the case of unexpected or emergency expenses, these must be reported to the Council at the next meeting and will normally be paid if covered under 4.1 above.