

Hinderclay Parish Council

TRAVEL and EXPENSES POLICY

Introduction

This policy aims to ensure that no Member or employee will be disadvantaged when representing Hinderclay Parish Council. The Council will reimburse appropriate expenses incurred by officers and members in the performance of their duties. Expenses are classified as payments and the process for the authorisation of payment is outlined in the Financial Regulations, items 5.2 to 5.4.

Councillors do not receive expenses for attendance at any meeting of Hinderclay Parish Council or any work within the Parish.

Clerk's Expenses

The Clerk may claim the following expenses:

- travelling and associated travel expenses for journeys on Council business
- subsistence, which may include overnight accommodation and meals incurred in the performance of Council business, provided that such expenses are approved in advanced and properly receipted
- a contribution towards the cost of working from home.

Councillors' Expenses

Councillors may be reimbursed for travel and subsistence expenses when carrying out duties which have been previously approved by the Council.

Whenever possible, travel expenses will be minimised by the sharing of transport.

Expenses incurred at council liaison meetings will be reimbursed.

Travel Rates

Travel by car will be reimbursed at the rate approved by HMRC (currently 45p per mile). A schedule of journeys for which the claim is made will be required.

Travel by public transport (standard class on trains) will be reimbursed at cost.

Other Expenses

Stamps and stationery may be obtained from the Clerk.

In respect of items purchased specifically at the direction of the Parish Council, Members will endeavour to obtain a V.A.T. receipt made out to Hinderclay Parish Council. These will be reimbursed using the Council's expenses claim form and will be submitted with the receipt.

Payment of Expenses

All claims must be submitted on the Council's expenses claim form, in paper or electronic format, and be accompanied by the relevant receipt(s).

Claims can be submitted to the Clerk at any time up to one month after their cost has been incurred. They will then be included in the schedule of payments which requires authorisation at the next Meeting of the Council.

The schedule of payments forms part of the agenda for the Meeting and must therefore be completed at least three clear working days prior to the Meeting. To meet this schedule, expense forms should be received by the Clerk 7 days before the Meeting of the Council.