

## **COPDOCK AND WASHBROOK PARISH COUNCIL**

### **TRAVEL AND EXPENSES POLICY**

#### **Purpose**

The purpose of the policy is to provide clear guidance on the reimbursement of travel, conference, training and out of pocket expenses incurred by the Chairperson, Clerk and Councillors. Individuals should exercise prudent judgement to keep expenses to a minimum.

#### **Chairperson's Expenses**

The Chairperson may receive a small annual allowance to defray the expenses of their office as follows:

- Stationery, printing and postage costs;
- Incidentals.

The Chairperson's allowance will be agreed and set at the start of each financial year.

#### **Clerk's Expenses**

The Clerk may claim the following expenses:

- Travel and associated travel expenses on journeys relating to Council business including mileage at the approved HMRC mileage rate (currently 45p per mile) and parking, where applicable;
- Subsistence, which may include overnight accommodation and meal allowance (up to a maximum of £10 per event) for costs incurred in the performance of Council business and subject to approval by the Council and the provision of receipts.

#### **Councillor's Expenses**

For the avoidance of doubt, Parish Councillors are unpaid and do not receive an annual allowance, nor will they be entitled to receive expenses for attendance at any meeting of the Council or any work within the Parish.

#### **Other Expenses**

The Chairperson, Clerk and Councillors will all be reimbursed for items purchased specifically at the direction and prior approval of the Council and upon providing the appropriate receipt for the items. Individuals will endeavour to obtain a VAT receipt in the name of the Council where possible.

#### **Travel Expenses**

Where a person is claiming mileage at the approved HMRC mileage rate (currently 45p per mile) or for the use of their own vehicle, they must confirm that the insurance company providing cover for that vehicle has been advised of the owner's use for travel on Council business.

Consideration should be given to the cost of the mode of transport selected as opposed to alternative options.

Public transport will be limited to standard class or any available cheaper fare if applicable (i.e. if advance bookings can be made).

The start and finishing point of a journey shall be that person's 'home'. If a journey is made from a place other than their home, then the claim shall be for the lesser cost of journey to/from the other place or to/from their home.

### **Procedure for Reimbursement**

To obtain reimbursement of expenses incurred, individuals should complete the Expenses Claim Form and attach all relevant supporting receipts. No receipts, no payment.

All claims should be made as soon as possible after the expense has been incurred and submitted to the Clerk to obtain the approval of the Chairperson. Any claim submitted more than 6 months after the date on which it was incurred will not be paid without the specific authorisation of the Parish Council.

Oct 2019