

Stanton Drew Parish Council – Expenses Policy

1.0 GENERAL PRINCIPLES

It is the policy of Stanton Drew Parish Council to reimburse its Councillor's and Clerk's travel costs, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

All allowances paid should pass the 'fair and reasonable' test.

It must always be borne in mind that the Parish Council is a financially small organisation.

2.0 AUTHORISED DUTIES

Expense claims will be considered for the following activities:

- a. Travel to and from meetings of outside bodies which are limited to the Parish Council representative(s) to those bodies.
- b. Travel to and from training sessions held by NALC or other approved organisations.
- c. Travel expenses when delivering Council documents or carrying out Council business.
- d. Other expenses as agreed, in advance, at full Council.

3.0 METHOD OF TRAVEL

Travel by car will be reimbursed at the mileage rates agreed by the Parish Council.

Our environment will be considered when making allowance decisions. Public transport will be preferred where practical.

All rail travel shall be by the cheapest standard class fare available.

Taxis shall only be used when essential.

4.0 MILEAGE RATES

Approved travel expenses will be at the rates approved by HMRC.

5.0 PROCEDURE FOR MAKING A CLAIM

All expense claims must be clearly documented with receipts attached as appropriate.

It is important to 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, a log showing where journeys commenced and ceased and the number of miles travelled should be kept.

All claims must be submitted for agreement at council meeting within 3 months of them being incurred.

6.0 MISCELLANEOUS EXPENSES

There may be other incidental expenses that are not covered by these rules which should be referred to the council for discussion prior to incurring the expense.

7.0 PUBLICATION AND REVIEW

This document will be issued to all members of the Parish Council at the first meeting following the AGM of the Council and to new members as and when appropriate.

The policy shall be reviewed by the Parish Council on an annual basis.

**STANTON DREW PARISH COUNCIL
EXPENSES POLICY**

Adopted at Parish Council meeting held on: 3rd September 2019