

Payhembury Parish Council

Expenses policy

1. Purpose of the Policy

- 1.1. The purpose of this policy is to provide clear guidance on the reimbursement of travel, hotel, conference, training and out-of-pocket expenses, including Clerk's day-to-day expenses. It is the Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred by persons whilst on Parish Council business. The expectation is that individuals will neither gain nor lose financially and will exercise prudent judgement to keep expenses to a minimum.

2. Travel

- 2.1. Councillors and employees of the Council should seek to choose a mode of transport that is both cost-effective and environmentally responsible, making an appropriate judgement between the cost and convenience of the mode of travel selected.
- 2.2. Public Transport: the rate payable shall not exceed the amount of the ordinary standard class fare or any available cheap fare.
- 2.3. Own Vehicle: A Councillor may use his or her car to travel to a conference, meeting or other approved Council business outside of the Parish.
- 2.4. The rate claimed shall be the following rates approved by HMRC (Approved Mileage Allowance Payments). Cars - 45p per mile Motorcycles - 24p per mile Bicycles - 20p per mile Passengers - 5p per mile for each passenger (who must be a Councillor or officer of the Parish Council) carried.
- 2.5. Parking and toll charges may be claimed provided these were necessarily incurred.
- 2.6. Travel by taxi will only be paid in urgent or exceptional circumstances.
- 2.7. Start and finish points for a journey: The starting and finishing point for any journey made by a Councillor shall be his/her home. If Councillors start and/or finish their journey from a place other than their home, the claim shall be in respect of the lesser of the cost of either the journey to/from that other place or to/from their home.

3. Hotel Costs

- 3.1. Hotel costs will not be paid unless previously approved by the Parish Council.

4. Other Expenditure

- 4.1. All other expenditure in excess of £10 must first be approved by the Clerk. Claims in excess of £100 should also be authorised in advance by the Chairman.

5. Clerk's day-to-day expenses

- 5.1. The Clerk shall be able to reclaim costs associated with stationery, postage, printing costs and other office consumables, including costs associated with the Parish Clerk's mobile phone.

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6. Procedure for Reimbursement

- 6.1. An expenses claim form is provided as part of this policy document.
- 6.2. To obtain reimbursement of expenses incurred, individuals should provide details and evidence of the expenditure to the Clerk, attaching all relevant supporting receipts. Specific details should be provided to support all expense claims e.g. purpose of incurring expenditure, names of people entertained. Expenses incurring VAT will require a VAT receipt.
- 6.3. All claims should be made as soon as possible after the expenses have been incurred and submitted to the Clerk. Claims that are received six months after the date on which the expenditure was incurred will not be paid without the specific authorisation of the Parish Council.
- 6.4. The Clerk should examine critically all expense claims submitted for payment. Expenses will be reimbursed by Bank Transfer by the Clerk within fourteen days of receipt of properly completed and supported claim. Expenses will only be reimbursed if an original VAT Receipt is provided where appropriate. Please note that credit card slips are not VAT Receipts.
- 6.5. Claimants are not permitted to authorise their own expenses, or the claims of others from which they may benefit.

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Expenses Claim Form:

Name:

Date	Description	Receipt ✓	Amount
Total			

Signed:

Date:

Paid:

Date: