

THE BRIDGE PARISH COUNCIL

Expenses Policy

1. Introduction

At the Parish Council meeting on 26th July 2017, it was decided that councillors should be excluded from the expenses policy.

This policy is to provide clear guidance on the reimbursement of travel, hotel, conference, training and out-of-pocket expenses. It is the Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred by employees 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

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.

Public Transport - the rate payable shall not exceed the amount of the ordinary standard class fare or any available cheap fare.

Own Vehicle – An employee may use his or her car to travel to a conference, meeting or other approved Council business outside of the Parish. The rate claimed shall be the following rates approved by HMRC (Approved Mileage Allowance Payments). Cars - 45p per mile, motorcycles - 24p per mile.

Parking and toll charges may be claimed provided these were necessarily incurred. An additional 5p per passenger per business mile for carrying fellow employees in a car on journeys which are also work journeys for them.

Travel by taxi will only be paid in urgent or exceptional circumstances.

The starting and finishing point for any journey made by an employee shall be his/her home. If the journey starts from a place other than home, the claim shall be the lesser of the cost of either the journey to/from that other place or to/from their home.

3. Clerk's Expenses

In addition to the other expenses outlined, the Clerk will be able to claim for postage at cost and printing at 10p per page.

4. Hotel Costs

These will not be paid unless previously approved by Council.

5. Other Expenditure

Claims in excess of £100 should also be authorised in advance by the Chairman.

6. Procedure for Reimbursement

To obtain reimbursement of expenses incurred, an Expenses Claim Form must be completed with attached supporting VAT receipts, where appropriate. All claims should be made as soon as possible after the expenses have been incurred and submitted to the Clerk for approval at the next available Council meeting. Expenses will be reimbursed by cheque.

Thelbridge Parish Council Expenses Claim Form

Claimant Name:.....

Date	Description (reason for expense)	Amount ex VAT	VAT where applicable