

## BAWDESWELL PARISH COUNCIL TRAVEL AND EXPENSES POLICY (agreed at BPC meeting on 5<sup>th</sup> November 2022)

The purpose of this policy is to provide clear guidance on the reimbursement of travel, conference, training and out-of-pocket expenses. It is Bawdeswell Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred by the Clerk and Council Members 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.

### Clerk's Expenses

The Clerk will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on parish council business, to include mileage at current HMRC rates. Parking charges may be claimed provided these were necessarily incurred. .
- Stationery, postage, print cartridges and other office consumables as required to enable the Clerk to carry out their duties.

A reasonable sum shall be approved by the Council and reviewed annually to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business.

The Council will supply the Clerk with a laptop and printer (which will remain the property of the Council), or other office equipment as required and be responsible for any expenditure in relation to the maintenance / replacement of the equipment as necessary. All expenditure to be agreed by the Council.

### Councillors' Expenses

Councillors are unpaid and do not receive an annual allowance.

The Local Authorities (Members' Allowances) (England) Regulations 2003 allows for travel and subsistence costs to be reimbursed.

This will normally be to cover travel and associated costs incurred by a Councillor who has been asked to represent the Council at a meeting and this has been recorded in Council minutes. In an emergency or if details of the event / activity come to light between meetings such expenses may be approved after the event.

This is limited to travel, subsistence and any associated out of pocket expenses.

### Travel and Subsistence

Councillors may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties. Approved duties generally mean the doing of anything approved by the parish council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the parish council or working groups.

Councillors will not receive expenses for attendance at any meeting of Bawdeswell Parish Council or any work within the parish.

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.

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

Own Vehicle - A Councillor may use their own 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; Bicycles - 20p per mile; Passengers -5p per mile for each passenger (who must be a Councillor or officer of the Parish Council) carried.

Parking charges may be claimed provided these were necessarily incurred.

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

The starting and finishing point for any journey made by a Councillor shall be their 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.

Any Councillor or other employee who is making a claim for travelling should ensure that their insurance policy covers them for business purposes. They should also note that they are personally responsible for any fines, penalties or accident claims incurred whilst driving on Bawdeswell Parish Council business.

### Subsistence

The Clerk will not normally be entitled to claim a subsistence allowance where their duties have prevented them from following their normal meal arrangements.

Subsistence can only be claimed in exceptional circumstances, with the prior approval of the Council, where it would be unreasonable to expect the councillor to bear the cost of the meal and the councillor is unavoidably put to exceptional expense.

### Stamps and Stationery

Councillors may obtain these from the Clerk as required

### Items purchased specifically at the direction of the Parish Council

These shall be reimbursed. Claims shall be made on the appropriate forms available from the Clerk. Councillors shall endeavour to obtain a VAT receipt in the name of the Parish Council and pass this on to the Clerk.

### Other expenses

Councillors will be expected to provide documentary evidence for expenses incurred on parish council-related business and will not usually be considered unless agreed in advance by Council.

### Procedure for Reimbursement

To obtain reimbursement of expenses incurred, individuals should complete a Parish Council Expenses Claim Form. All claims must be supported with receipts for audit purposes and submitted to the Clerk on the expenses form for authorisation by two of the existing Council accounts signatories. Specific details should be provided to support all expense claims e.g. purpose of incurring expenditure

All claims should be made as soon as possible after the expenses have been incurred and submitted to the Clerk.

The Clerk should examine critically all expense claims submitted for payment. Expenses will be reimbursed by BACs once approved at the Parish Council Meeting following receipt of a properly completed and supported Expenses Claim Form. Expenses will only be reimbursed if an original VAT Receipt is attached to the Claim Form where appropriate. Please note that credit card slips are not VAT Receipts.