

Churcham Parish Council

Expenses Policy

Churcham Parish Council has adopted the policy to reimburse its employees, elected and co-opted members' travel and subsistence (up to and not exceeding those in Appendix 1) while on Parish Council business, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

This policy should be read in association with the Council's Financial Regulations.

Receipts

- A supporting receipt for any expense claimed must be attached to the claim form in all cases where these are normally obtainable. Un-receipted expenditure will not be reimbursed except for mileage claims and at the discretion of Council.
- Current expense reimbursement rate is laid out in Appendix 1.
- It is important that all Councillors 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, it is recommended that Councillors and staff should keep a log showing where business journeys commenced and ceased and the number of miles travelled (deducting any personal element of the journey).

Travel

- All rail travel shall be by the cheapest standard class fare available. It is strongly recommended to book rail fares in advance whenever possible and make full use of any discounted rates. For attendance at meetings where dates are set well in advance, the use of advance tickets is expected.
- Taxis shall only be used when essential [e.g. urgency, awkward hours, transport of baggage, health reasons, etc.,]
- Travel by car will be reimbursed at the mileage rates laid out in the Appendix attached, as will reasonable parking costs.

Homeworking allowance

The Clerk will receive a monthly homeworking allowance at £18 per calendar month in accordance with HMRC guidelines.

Subsistence

- Subsistence will only be paid for business which involves leaving home before 7am or returning home after 7pm, or involving a total home to home duration of 8 hours or more.
- Authorised expenditure on meals and light refreshments, including reasonable drinks with meals, will be reimbursed up to the limits as per Appendix 1.
- Any claim exceeding the maximum allowable costs will be reduced accordingly

Hotels

- The cost of hotel accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impracticable to attend the approved duty without staying over the previous night: for example where a members' journey would have to start from home before 6.00am. Any hotel accommodation requirements must be agreed with the Council in advance and should not exceed £75 per night (£90 per night for London).

Miscellaneous

There may well be other incidental expenses incurred by Councillors that are not covered by this policy. All cases of doubt should be referred promptly to the Clerk/Chair, prior to incurring the expense.

Non-Reimbursable Expenses

The following categories of expense will not be reimbursed:

- Those claims not supported by fully documented receipts [NB credit card slips do not count as documented receipts], unless exceptional approval has been given by the Council or it is a claim by the Clerk for the homeworking allowance
- Personal entertainment of any sort.
- Mini bar/bar bills
- Entertaining other Councillors or individuals.
- Claims for unidentified small items of expenditure.
- Any claims in excess of the maximum limits set by this Policy

Submission and Payment of Expense Claims

- All claims must reach the Clerk within two months of being incurred.
- The Clerk or Chairman will scrutinise all claims submitted for approval at the next Parish Council meeting

Appendix 1

Motor Mileage Rates 45 pence per mile

Subsistence

Short Day Rate (up to 8 hrs)

- £0.00 food provided
- £5.00 food not provided

Full Day Rate (more than 8 hrs)

- £5.00 food provided
- £10.00 food not provided

This policy will be reviewed on an annual basis.