

**ROSLISTON PARISH COUNCIL**

**TRAVEL & EXPENSES POLICY**

(adopted at the Parish Council meeting held on 20 March 2017)

Rosliston Parish Council will make reimbursement for all or some of the expenses the Clerk, Chairman or Councillors incurred in performing the duties required of the Council. It is the aim of Rosliston Parish Council that no member will be financially disadvantaged when representing Rosliston Parish Council.

## 1. Clerk's Expenses

The Clerk will be able to claim the following expenses:

- i. Travelling and associated travel expenses on journeys on Council business to include mileage at be Inland Revenue non-profit making rate (currently 45p per mile) and therefore will not be taxable.
- ii. Subsistence, which may include overnight accommodation and meals incurred in the performance of Council business, provided that expenses have been receipted and approved by the Council.
- iii. Stationery, postage and printing costs and other office consumables.
- iv. Contribution towards broadband, telephone and use of home as office are detailed in the Clerk's contract and paid on a monthly basis, following approval by Full Council.

## 2. Councillor's Expenses

Rosliston Parish Council does not pay a basic allowance to Councillors or the Chairman. Councillors and the Chairman will be able to claim expenses for:-

### a) Travel and Subsistence

- i. Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence when carrying out duties approved by the council, or anything so approved for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or working parties. This includes attendance at training courses.
- ii. Approval for the attendance at events referred to above will normally be approved in advance at full council meeting, however in emergency situations or if the details of the event are published between meetings expenses may be approved after the event.
- iii. Councillors will not receive expenses for attendance at any meeting, committee or working party of Rosliston Parish Council or work within the parish.
- iv. For the clear avoidance of doubt, the following are not eligible for reimbursement of travelling and subsistence allowance:-
  - a. Attendance at any meeting of Rosliston Parish Council.
  - b. Attendance at training or promotional events organised by the Parish Council
  - c. Attendance at political meetings.
  - d. Attendance at civic receptions, chairman's receptions, services, parades.
  - e. Attendance at meetings of outside bodies on which members serve but to which they have not been appointed by Rosliston Parish Council.
  - f. Any Councillors' expenses which have not been previously agreed by a full Council meeting.
- v. Allowances in respect of travel will be Inland Revenue non-profit making rate (currently 45p per mile) and therefore will not be taxable. Where possible attempts should be made to minimise travel by car sharing and on such occasions payment will be made to the driver/car owner. Mileage will be

b) Items purchased specifically at the direction of the Council

- i) Items purchased specifically at the direction of the Council will be reimbursed. Councillors should obtain a VAT receipt in the name of the council and submit it with the Expenses Claim Form.

c) Applications for Reimbursement

Applications for reimbursement should be made on the Expenses Claim Form and submitted to the Clerk. Applications should be submitted within 2 months of the date of the journey and will be approved for payment at the next available full Council meeting. Except for mileage, all expenses must be supported by a receipt, including car parking.

