

# WICKHAM MARKET PARISH COUNCIL

## Travel and Expenses Policy



It is the aim of Wickham Market Parish Council that no member will be financially disadvantaged when representing Wickham Market Parish Council. Wickham Market Parish Council will make reimbursement for all or some of the expenses the Clerk, Employees, Chairman or Councillors may meet on its behalf when incurred in performing the duties required of the Council.

### 1. Chairman & Councillor Expenses

No expenses will be paid for attendance at any meeting of Wickham Market Parish Council or any work within the Parish.

The Chairman and Councillors will be able to claim the following expenses:

- 1.1. The reasonable cost of necessary travel in connection with council business will be reimbursed. The most economic means of travel should be chosen if practicable and existing travelcards or season tickets wherever possible should be used.
  - Trains. The Parish Council will reimburse the cost of standard class travel on submission of a receipt with an expense claim form.
  - Taxis. A taxi should not be used when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with a claim form.
  - Car. Where it is cost effective for a car to be used for business travel, a mileage allowance may be claimed. Details of the current mileage rates can be obtained from the RFO/Clerk. Any necessary parking costs can be reimbursed as long as they are supported by a receipt or the display ticket.
  - The Parish Council will not reimburse penalty fares or fines for parking or driving offences, other than at the Council's discretion in exceptional circumstances.
- 1.2. 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.
- 1.3. Items purchased specifically at the direction of the Council. Claims shall be made on the appropriate forms available from the Clerk. Members shall obtain a VAT receipt in the name of the Council and pass this on to the Clerk.
- 1.4. Office consumables such as paper and ink. If necessary, members may obtain these from the Clerk.
- 1.5. All claims submitted are subject to an annual limit of £20 and shall be made on the appropriate forms available from the Clerk. Members shall obtain a VAT receipt in the name of the Council and pass this on to the Clerk.

## **2. Clerk's Expenses**

The Clerk will be able to claim the following expenses:

- 2.1. The reasonable cost of necessary travel in connection with council business will be reimbursed. The most economic means of travel should be chosen if practicable and existing travelcards or season tickets wherever possible should be used.
  - Trains. The Parish Council will reimburse the cost of standard class travel on submission of a receipt with an expense claim form.
  - Taxis. A taxi should not be used when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with a claim form.
  - Car. Where it is cost effective for a car to be used for business travel, a mileage allowance may be claimed. Details of the current mileage rates can be obtained from the RFO/Clerk. Any necessary parking costs can be reimbursed as long as they are supported by a receipt or the display ticket.
  - The Parish Council will not reimburse penalty fares or fines for parking or driving offences, other than at the Council's discretion in exceptional circumstances.
- 2.2. 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.
- 2.3. Stamps and stationery and other office consumables
- 2.4. Items purchased specifically at the direction of the Council
- 2.5. Other expenses - documentary evidence will be required for such items spent on Council-related costs
- 2.6. Allowances associated with working from home
- 2.7. All claims shall be made on the appropriate forms supported by VAT receipts where appropriate

## **3. Employee Expenses**

- 3.1. The reasonable cost of necessary travel in connection with council business will be reimbursed. The most economic means of travel should be chosen if practicable and existing travelcards or season tickets wherever possible should be used.
  - Trains. The Parish Council will reimburse the cost of standard class travel on submission of a receipt with an expense claim form.
  - Taxis. A taxi should not be used when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with a claim form.
  - Car. Where it is cost effective for a car to be used for business travel, a mileage allowance may be claimed. Details of the current mileage rates can be obtained from the RFO/Clerk. Any necessary parking costs can be reimbursed as long as they are supported by a receipt or the display ticket.
  - The Parish Council will not reimburse penalty fares or fines for parking or driving offences, other than at the Council's discretion in exceptional circumstances
- 3.2. Employees will be able to claim travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking
- 3.3. Items purchased specifically at the direction of the Parish Clerk for which VAT receipts in the name of the Council shall be obtained and passed onto the Clerk
- 3.4. All claims shall be made on the appropriate forms