



ASHFIELD-CUM-THORPE PARISH COUNCIL TRAVEL & EXPENSES POLICY

Responsibility:	Parish Clerk
Version:	1
Prepared by:	Parish Clerk
Adopted by Resolution of :	Ashfield-cum-Thorpe Parish Council on 14 th July 2025
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The purpose of this policy is to provide clear guidance on the reimbursement of travel, hotel, conference, training and out-of-pocket expenses. Parish Councils are expected to reimburse all necessary and reasonable expenses directly incurred by persons 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

2. 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 approved rates. Parking and toll charges may be claimed provided these were necessarily incurred. This payment includes travel from the Clerk's home office to attend Parish Council meetings if the Clerk is not resident in the parish for which they work.
- Subsistence which may include overnight accommodation and meals incurred in the performance of parish council business, provided that expenses have been receipted and approved by the parish council.
- Contributions towards the cost of computer or other office equipment.
- Stationery, postage and printing costs and other office consumables.
- Council-provided mobile phone top-up and other associated costs.
- Connection and rental of telephone line (if required and approved by the Council) and internet/broadband and the cost of telephone calls made by the Clerk from home on parish council business. This is where cost is incurred; for example, if the home contract includes free calls or unlimited internet then reimbursement would not be appropriate.
- Current HMRC approved tax-free amount to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business.

Chair & Councillor's Expenses

3. The Chair can receive an annual allowance to defray the expenses of their office in accordance with Part 5 of the Local Authorities (Members Allowances) (England) Regulations 2003, SI 2003/1021.

4. This allowance is intended to cover costs such as:

- Stationery, postage and printing costs.
- Phone calls.
- Hospitality and gifts.

Councillors' Expenses

5. Councillors are unpaid and do not receive an annual allowance.

Travel and Subsistence

6. Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence when carrying out previously approved duties. Approved duties generally means 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 any of its committees or working parties.

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

8. 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.

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

10. Own Vehicle - A Councillor may use their car to travel to a conference, meeting or other approved Council business outside of the Parish.

11. The rate claimed shall be the rates approved by HMRC at the time of the journey and may include rates for cars, motorcycles, bicycles or passengers (provided the passenger is a Councillor or officer of the Parish Council).

12. Parking and toll charges may be claimed provided these were necessarily incurred.

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

Start and finish points for a journey:

14. 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.

15. In an emergency, such expenses *may* be approved after the event.

16. 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 Worlingworth Parish Council business.

Stamps and Stationery

17. Councillors may obtain these from the Clerk, strictly for Parish Council business.

Items purchased specifically at the direction of the Parish Council

18. These shall be reimbursed. Councillors shall endeavour to obtain a VAT receipt in the name of the Parish Council and pass this on to the Clerk.

Other expenses

19. Councillors will be expected to provide documentary evidence for expenses incurred on parish council-related expenditure.

Procedure for Reimbursement

20. To obtain reimbursement of expenses incurred, individuals should submit all relevant supporting receipts. Additional details should be provided where necessary to support all expense claims e.g. purpose of incurring expenditure, names of people entertained.

21. All claims should be made as soon as possible after the expenses have been incurred and submitted to the Clerk. Claims that are received six months after the date on which the expenditure was incurred will not be paid without the specific authorisation of the Parish Council.

22. The Clerk should examine critically all expense claims submitted for payment. Expenses will be reimbursed by bank transfer once approved at a full Parish Council Meeting. Where possible it is expected that VAT receipts are obtained to enable VAT reclaim procedures to be followed.