

1. ELIGIBLE EXPENSES

Travel expenses when attending training courses or on other Council business. (Based on H M Revenue & Customs rules on approved mileage allowance payments).

Travelling expenses	first 10,000 miles	above 10,000 miles
Type of vehicle		
Cars/vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

- (i) Up to a maximum of 100 miles can be claimed in connection with any one training course, distances beyond this figure will require the prior approval of the full council.
- (ii) If a councillor/employee carries another person in their own vehicle on council business, that councillor/employee can claim 5p per passenger per business mile. Passengers must be councillors/employees also on council business.
- (iii) Where a councillor/employee used their own vehicle, they must ensure that the vehicle is in good working order, fully insured, taxed and MOTd and covered by breakdown assistance.
- (iv) The council may request that councillors/employees print off a route planner to support the mileage claim.
- (v) Cost of a taxi may be claimed in special circumstances otherwise payment based on mileage rate or equivalent bus fare will be used.
- (vi) Any councillor/employee will be required to keep track of council business mileage in any tax year (6th April to 5th April) to ensure the correct rates are used.

2. IMPLEMENTATION

- (i) The full council will agree a nominal budget for councillors/employees expenses for the year, but, further claims will be considered.
- (ii) Councillors whose expenses are the subject of consideration must withdraw from the meeting at this point and take no part in the decision.

3. AUTHORISING & PROCESSING OF CLAIMS

- (i) Payment will be made the next meeting after the claim has been submitted

- (ii) Any councillor / employee wishing to make claims under these arrangements should complete a claims form (obtainable from the Town Clerk) and should attach associated receipts or proof of attendance
- (iii) The councillor / employee should hand the completed form to the Town Clerk who will bring the claim to the attention of the full council to make a decision
- (iv) Any decision is to be recorded in the minutes
- (v) Following any decision to approve a claim by the full council the Chairman of the meeting will be empowered to authorise the payment of expenses by signing the claim form
- (vi) The Responsible Financial Officer will commit the expenditure to the appropriate budget heading and keep a record with the completed form and associated receipts

4. MONITORING & ACCOUNTABILITY

The Council will annually examine the level of allowances paid to councillors/employees to ensure best value practices are being followed in principal and that value for money is being achieved

5. REVIEW

- (i) The council will annually consider how the policy is operating in practice
- (ii) The council may, at any time, agree to withdraw the facility or review the criteria for claims.

cm May 2020