



# EXPENSES POLICY

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## 1. Aim

- 1.1 **Plaistow and Ifold Parish Council** ('the Council') will reimburse any reasonable and authorised expenses that are incurred by the Clerk, the Chairman or Councillors ('Everyone') in performing their normal duties required by the Council.

## 2. Expectations & Process

- 2.1 Council expenditure should be met via the Council's debit card in the first instance. Everyone is expected to check if payment can be made via the Council's debit card prior to incurring personal expenditure.
- 2.2 Everyone is expected to:
  - Behave honestly, responsibly and within the guidelines of this policy.
  - Submit expenses claims within reasonable timescales, on an approved form (appendix A) providing enough information to explain the need for the expense and be accompanied by receipts and/or other information sufficient to verify the claim.
  - Keep all receipts and provide VAT receipts (where appropriate) to allow the Council to reclaim VAT.
  - If unsure whether a claim is likely to be acceptable, to speak to the Clerk or Council prior to incurring the expense.
- 2.3 The Council, its Standing Committees with approved budgets, or Clerk will:
  - Check claimed expenses are authorised in line with this policy.
  - Approve (sign) legitimate claims promptly thereby authorising the payment to be made.
  - Payment will be made directly to the individual (not through payroll) by direct credit to their nominated bank account.
- 2.4 Failure to comply with this policy may delay reimbursement, or cause claims to be rejected.
- 2.5 At all times, and where relevant to the payment of expenses, the Council will adhere to the terms set out in staff's employment contracts.

## 3. Travel costs

- 3.1 The Council will reimburse travel expenses in full for any travel and associated travel expenses incurred for Council business ('Allowable Journeys').
- 3.2 Allowable Journeys should be made with the mandate and prior approval of the Council.

- 3.3 Where appropriate, the Council may agree and pay travel costs in advance, including the use of a taxi. This must be resolved by the Full Council with sufficient advance warning to enable the payment to be made.
- 3.4 Travel expenses, including mileage claims, should only be for distances in excess of normal travel to/for Council business. The Council will not reimburse mileage for routine travel between home and Council meeting venues unless the meeting venue is outside of the Parish area and more than six (6) miles (one way).
- 3.5 Everyone will be expected to use the most practical and cost-effective form of transport.
- 3.6 If a car or bicycle is used and mileage claimed, a rate equivalent to that allowed by HM Revenue and Customs and shown on their website <http://www.hmrc.gov.uk/rates/travel.htm> (or any successor URL) will be paid.
- 3.7 The distance to be claimed will be based upon a route calculated as shortest by Google Maps at URL <https://www.google.co.uk/maps/> (or any successor URL).
- 3.8 Where possible, car sharing and lifts from members with the relevant insurance should be used.

## 4. Rail & Bus Fares

- 4.1 The Council will reimburse the cost of Standard Class only, as shown on a retained ticket.

## 5. Parking

- 5.1 The Council will reimburse the cost as shown on a valid parking ticket (only where no free parking is available within reasonable walking distance).
- 5.2 The council will not, under any circumstances, reimburse penalty fines incurred due to speeding, unsafe driving, or any other motoring offence, or for parking fines.

## 6. Subsistence

- 6.1 The Council deems the following expenses as acceptable and will reimburse for:
  - Overnight accommodation and sustenance where required for attendance at Council business related events (where agreed in advance by the Council).
  - The cost of alcoholic drinks cannot be claimed.
  - Professional membership fees (where relevant and agreed in advance by the Council).

- Annual eye-testing fees for staff who regularly use Visual Display Units (VDU's). To be agreed in advance by the Council on the recommendation of the HR Committee. Such agreement will not be unreasonably withheld.

## **7. Office consumables**

- 7.1 The Council will reimburse costs associated with the administrative functions of the Council including stationery, postage, and printing.
- 7.2 The Council will provide a reasonable annual budget and ensure the Scheme of Delegation allows for the effective running and management of Council business.
- 7.3 Councillors who wish to claim for printing and copying expenses, including colour copying for posters and reports for Council events, including the Annual Parish Meeting shall receive authorisation in advance by the Council or the Clerk. This does not include the cost of ink cartridges, unless expressly authorised by the Council.

## **8. Members of the Public**

- 8.1 In limited and exceptional circumstances expenses may be incurred by Members of the Public acting on behalf, and under the instruction, of the Council.
- 8.2 The Council will not withhold reimbursement, provided that the expense was authorised by the Council, or its Committee(s), in advance.
- 8.3 No Working (Steering) Group of the Council has the authority to cause/instruct any person to incur expenditure on behalf of the Council.

## Expenses Claim Form

[Approved mileage rates \(correct for 2024/25\)](#)

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Name	
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Period	
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Date	Description of Claim <i>If for mileage, please give address of journey start and finish and if it is a roundtrip. For Subsistence claim show start and finish times.</i>	Category <i>i.e., meal, mileage, accommodation, goods etc.</i>	Cost £

**Sign to authorise:** .....