

COLLINGHAM *Parish Council*

EXPENSES POLICY

ADOPTED 4 MAY 2021 Next review May 2022

Purpose

This policy is written to clarify when and how to claim travel or other expenses when carrying out the work of Collingham Parish Council.

The aims of the policy are:

To ensure that any expenses incurred are reimbursed in a fair and timely manner.

To ensure that costs and expenses are controlled by the Parish Council.

Mileage

The current mileage for use of a private car is 45p per mile up to 10,000 miles in each tax year.

Mileage incurred on journeys to or from their home to meetings within Collingham can not be claimed.

Where there is more than one person travelling to the same venue, unless there are more than 4 people travelling to that venue the use of more than one car will not be authorised, unless special circumstances dictate that this is not practical in which prior authorisation is required.

Under no circumstances will the Parish Council pay any fines arising out of Road Traffic offences.

Councillors and staff are strongly advised to check with their insurance company that they are covered for trips made on behalf of the Parish Council.

Car Parking

Car Parking charges will be reimbursed when supported by a car parking ticket or other form of receipt.

Sundries

Where refreshments have not been provided by the organisers or significant travel time is required, reimbursement will be made by the Parish Council where a receipt is provided for any purchase made

How to Claim

The 'Expenses Claim Form' needs to be completed and passed to the Clerk who will then arrange for the Claim to be authorised at the next Full Council meeting. Payment will be authorised in accordance with standard Parish Council practice (not the Councillor making the claim).

Councillors are reminded that they will need to disclose an interest in the Income and Expenditure item on the relevant meeting's Agenda and will be unable to participate whilst this item is discussed

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EXPENSES CLAIM FORM

Details of claim from Full Name: Full Name	Total to be claimed £
Date expense incurred: Date expense incurred Venue visited and reason: Venue visited and reason Number of miles Enter Number @ 45p per mile - £Enter Value Car Park Charges: £Enter Value Sundries: Description - £Enter Value Description - £Enter Value Description - £Enter Value	£

PAYMENT AUTHORISATION	
COUNCILLOR 1	
COUNCILLOR 2	
AGREED AT MEETING OF:	
AGENDA ITEM:	
COST CENTRE:	
PAYMENT SUBMITTED BY:	
CHEQUE No/ELECTRONIC REFERENCE:	