



EXPENSES POLICY 2024

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1. Background

The purpose of this policy is to provide clear guidance on the reimbursement of expenses. Bottisham Parish Council's policy is to reimburse all necessary and reasonable expenses directly incurred by individuals while on approved Parish Council business. The expectation is that Councillors and employees will neither gain nor lose financially and will exercise prudent judgment to keep expenses to a minimum.

Expenses that can commonly be reclaimed are detailed below. This is not an exhaustive list. If in doubt Councillors or employees should consult the Clerk or RFO before incurring an expense.

Breach of this policy or fraudulent expense claims will constitute misconduct and may result in disciplinary action. This includes the failure to pass on any discount obtained in the course of incurring an expense.

2. Staff Expenses

Council employees (e.g., Clerk and/or RFO) who incur additional expenses during their work will be reimbursed provided that appropriate evidence of expenditure is submitted. Approved expenses include:

- **Travel and associated expenses:** Travel on Council business, including mileage (at current National Joint Council [NJC] rates for Local Government Services) and parking.
- **Subsistence:** Expenses may include overnight accommodation and meals incurred while performing Council business ("other expenses"), provided that these expenses are both receipted and approved by the Council.

Employees will be reimbursed for additional costs arising from a required change in their place of work. Members of staff may also claim certain expenses according to their employment contracts. Staff should refer to their contracts for details.

3. Councillor Expenses

Councillors may be reimbursed for purchases made on behalf of the Parish Council, provided these were made with the mandate and prior approval of the Council and are properly recorded in meeting minutes. Parish Councillors (including the Chair) may also be reimbursed for travel and subsistence expenses related to Parish Council business outside the parish, including:



- **Travel and associated expenses:** Travel for Council business, including mileage at current NJC rates and parking.
- **Mileage claims:** Councillors may claim only for “allowable journeys” made with prior Parish Council approval.
- **Submission of claims:** All claims should be promptly submitted to the Parish Clerk (within 2 months of expenditure) and, where relevant, accompanied by a receipt.

The Chair may receive a small annual allowance to cover office-related expenses, such as mileage to meetings and public functions, photocopying, and document printing incurred in the role. *(Consideration for the Vice Chair, if they assume similar responsibilities, may also be advisable.)*

4. Travel Expenses

Parish Clerk, employees and Councillors cannot claim mileage for any journey to and from ‘Ordinary’, ‘Extra-Ordinary or Annual Parish Meetings when located at the standard Bottisham Sports and Social Club or alternative venue in Bottisham.

- **Own Vehicle:** Mileage may be claimed at HMRC-approved rates (see table below). For journeys made by a Councillor, the starting and finishing point will be their home; for staff, it will be either their home or the Parish Office, depending on the journey's origin. If the journey does not fall on an employee’s regular working day, the starting and finishing point will be their home.

Type Of Vehicle	Rates per Business Mile First 10,000miles	Rates per Business Mile Above 10,000miles
Cars and Vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Should Councillors or Staff start and/or finish their journey from a place other than their home (or Parish Office and Parish Council meeting locations), 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 (or Parish Office).

Councillors and Staff using their own vehicles, travelling on Parish Council business must ensure they are adequately insured and must hold a full and valid driving licence.

- **Parking and toll charges** - may be claimed providing they were necessarily incurred.
- **Public Transport** - The Parish Council is committed is to support the reduction of the carbon footprints arising from its operations, and therefore supports the use of public transport by the Councillors / Clerk where possible/practical. Standard class return fare or any available cheaper fare must be used. Where an expense claim is made by Councillors/Clerk for use of public transport in connection with their Parish Council activities, evidence of travel should be provided (e.g., rail or bus tickets) attached to the expense form.



- **Taxis** - The cost of taxis may be reimbursed where the Chairmanship is satisfied their use is considered essential. If travel by Chairmanship is the only option, then this must be approved in advance by Clerk and/or Full Council.
- **Hotels and accommodation** - Before a Councillor and/or Clerk can claim overnight accommodation, prior approval is required from the Chairmanship in writing (email acceptable) and explaining the requirement. Councillors and employees are expected to research hotel costs to ensure expenses are kept to a minimum. Subsistence allowances as defined above will be reimbursed, provided that original receipts are attached to the claim form showing the actual cost.

5. Other Expenses

Other approved expenses e.g. certain telephone calls or items where it is most efficient for the Councillor or member of Staff to purchase it can also be reclaimed. Such expenses are likely to be rare as most approved purchases can be made via the Parish Clerk. Printing, photocopying and postage can also be arranged via the Parish Clerk.

6. Professional Subscriptions

Councillors/Employees may claim back the cost of the annual subscription for up to a maximum of two professional bodies, provided that each body is on the HMRC approved list and its activities are directly relevant to the Councillor/employee's duties. Further subscriptions may be claimed as a tax deduction on the employee's tax assessment return, provided they are also on the HMRC approved list.

7. Procedures for Making an Expense Claim

Expense claims can be submitted by completing the Expense Claim Form, available from the Clerk, within three months of the date the expenses were incurred. Claims, other than mileage, must be supported by relevant VAT receipts or tickets. If a receipt cannot be provided, an explanation must be included on the claim form. The Council reserves the right to deny reimbursement in the absence of a receipt. Ensure all receipts are numbered and attached to the expense form, with corresponding items on the form numbered for easy identification.

The Councillor or employee must sign the form and obtain signed approval from a member of the Chairmanship. The approved form should then be forwarded to the Clerk/RFO. Expense claims are typically paid in the monthly payment run unless circumstances necessitate an earlier payment.

This policy will be reviewed every two years.

Councillor's Expense Form

Name:	
Council:	
Home Address:	
Post Code:	
Date Submitted:	

Summary of Claim:

Journey from/to	Purpose of journey	Date	Miles Claimed	Total Amount Mileage @ 45p Per Mile

Stationery items, printing, photocopying, accommodation, misc.	Dates	Details	Amount

Declaration:

I declare that the amounts claimed are correct, and that I have not made, and will not make, any claim for expenses or allowances from any other body in connection with the duties or functions indicated overleaf. The amounts claimed are strictly in accordance with the criteria set out in the LGA Members' Allowances Scheme.

Please return form to: Parish Clerk. Email: clerk@bottisham-pc.gov.uk