

ST GERMANS PARISH COUNCIL

Chairperson: Patricia Pipe Email – patricia.pipe@stgermansparishcouncil.gov.uk
Clerk: Mrs Emily Young – Tel: 07845 130596 Email: clerk@stgermansparishcouncil.gov.uk
Website: www.stgermansparishcouncil.gov.uk

POLICY FOR THE REIMBURSEMENT OF EXPENSES¹

GENERAL

It is the policy of St Germans Parish Council to reimburse travel and subsistence costs to its elected representatives and officers, when travelling outside the Parish provided that the expenditure has been authorised, receipted and certified in accordance with this Policy.

AUTHORISATION

1. Approved duties under this Policy are: -
 - Attendance at meetings, standing committees, panels and task groups.
 - Attendance at receptions, visits, conferences, seminars or other functions where the nominated by the Council to attend in a representative role on its behalf.
 - Any other function must be mandated by the council in advance. In case of emergency approval shall be sought from two of the following The Chairman, Vice Chairman, or the Clerk

RECEIPTS

2. A supporting receipt for any expense claimed must be attached to the claim form in all cases.
3. Current expense reimbursement rates will be notified and updated by the Council as Appendix 1 to this document.
4. It is important that all members and officers keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to the HMRC.

TRAVEL

5. All travel should be by public transport whenever possible.
6. All rail travel shall be by the cheapest standard class fare available. [You are encouraged to book rail fares in advance whenever possible; to make full use of any discounted rates].

¹ This policy was adopted at the virtual Parish Council meeting on 20 July 2020. Minute item 8.8. Due for review July 2022.

7. Taxis shall only be used when essential [e.g. urgency, awkward hours, transport of baggage too dangerous to use public transport etc.]

SUBSISTENCE

8. Authorised expenditure on meals and light refreshments, including reasonable drinks with meals, and for hotels where an overnight stay is required, will be reimbursed up to the limits set at Appendix 1.

Hotels

9. The cost of hotel accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impracticable to attend the approved duty without staying over the previous night: for example, where a members' journey would have to start from home before 5.45am.

Meals and light refreshments

10. The cost of breakfast away from home may be claimed. This may be as part of a hotel bill or it may also be claimed if an unusually early start has to be made to reach a destination in time.
11. The cost of an evening meal may be claimed when working after 7pm on Council business away.

PERSONS WITH DISABILITIES

12. The Council appreciates that a member with a disability may not be able to comply with all of the requirements of this policy, and to insist upon compliance would be unfair and unreasonable. Any application for a dispensation from this policy for reasons of disability [e.g. a member is unable to use public transport due to disability] should be made to the Clerk, who will make a decision on the issue based on the circumstances of the member concerned. In exceptional circumstances, or in matters of dispute, the Clerk will refer the request for a dispensation to the Staffing Committee of the council.

SUBMISSION AND PAYMENT OF EXPENSE CLAIMS

13. All claims must be made within three months of being incurred.
14. All claims for expenses must be submitted to the Clerk for consideration and approval at the next appropriate meeting of the full council or the delegated committee.

CLAIM FORMS²

15. All claims must be submitted in writing using a claim form available from the Clerk which will include a start and finish mileage from the vehicle's odometer where fitted, if claiming mileage.

² See Appendix 2

Appendix 1

MOTOR MILEAGE RATES

Mileage is reimbursable at the rate of 45p per mile. Motorcycle 24p per mile bicycle 20p per mile and a passenger supplement of 5p per mile when up to 4 others travel in the vehicle.

SUBSISTENCE

Claims for authorised and receipted expenditure up to the following maxima:

FULL DAY RATE (more than six hours away from base, but not overnight)

Breakfast £8.00

Lunch £10.00

Dinner £12.00

SHORT DAY RATE (less than 6 hours away from base)

The single most appropriate meal only from the full day rate list (above).

24 HOUR RATE £175.00

Appendix 2

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Expenses Claim Form

NAME

DATE

Odometer mileage start _____

Odometer mileage finish _____

Date	Description (if claiming mileage please complete the odometer readings above)	Receipt	Amount³

SIGNED

DATE

Confirmation Clerk received

DATE

AUTHORISED by
(state name)

DATE

DATE PAYMENT MADE:

³ Mileage is claimed at 45 pence per mile. For all other amounts please refer to the Model Expenses Policy.