Travel and Expenses Policy

Thurston Parish Council

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Review Body: Policy & Resources Committee
Review Period: Annually or following legislative changes.
Next Review: Policy & Resources Committee February 2027

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Policy Objective

It is the aim of Thurston Parish Council that no member will be financially disadvantaged when representing Thurston Parish Council. Thurston Parish Council will make reimbursement for all or some of the expenses the Clerk, Responsible Financial Officer (RFO), Deputy Clerk, Employees, the Chair or Councillors may meet on its behalf when incurred in performing the duties required of the Council.

Exclusions

No expenses will be paid for attendance at any meeting of Thurston Parish Council or any work within the Parish.

Chair & Councillor Expenses

The Chair and Councillors will be able to claim the following expenses:

- The reasonable cost of necessary travel in connection with council business will be reimbursed. The most economic means of travel should be chosen if practicable and existing travelcards or season tickets wherever possible should be used.
  - Trains. The Parish Council will reimburse the cost of standard class travel on submission of a receipt with an expense claim form.
  - Taxis. A taxi should not be used when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with a claim form.
  - Car. Where it is cost effective for a car to be used for business travel, a mileage allowance may be claimed. Details of the current mileage rates can be obtained from the RFO. Any necessary parking costs can be reimbursed as long as they are supported by a receipt or the display ticket.
  - The Parish Council will not reimburse penalty fares or fines for parking or driving offences, other than at the Council's discretion in exceptional circumstances.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.
- Office consumables such as paper and ink. If necessary, members may obtain these from the Clerk. All claims submitted are subject to an annual limit of £20 and shall be made on the appropriate forms available from the RFO. Members shall obtain a VAT receipt in the name of the Council and pass this on to the RFO.

Clerk Expenses

a) The Clerk will be able to claim the following expenses:

- The reasonable cost of necessary travel in connection with council business will be reimbursed. The most economic means of travel should be chosen if practicable and existing travelcards or season tickets wherever possible should be used.
  - Trains. The Parish Council will reimburse the cost of standard class travel on submission of a receipt with an expense claim form.
  - Taxis. A taxi should not be used when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with a claim form.
  - Car. Where it is cost effective for a car to be used for business travel, a mileage allowance may be claimed. Details of the current mileage rates can be obtained from the RFO. Any necessary parking costs can be reimbursed as long as they are supported by a receipt or the display ticket.
  - The Parish Council will not reimburse penalty fares or fines for parking or driving offences, other than at the Council's discretion in exceptional circumstances.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.

b) Other expenses - documentary evidence will be required for such items spent on Council-related costs.
c) All claims shall be made on the appropriate forms.

RFO Expenses

a) The RFO will be able to claim the following expenses:

- The reasonable cost of necessary travel in connection with council business will be reimbursed. The most economic means of travel should be chosen if practicable and existing travelcards or season tickets wherever possible should be used.
  - Trains. The Parish Council will reimburse the cost of standard class travel on submission of a receipt with an expense claim form.
  - Taxis. A taxi should not be used when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with a claim form.
  - Car. Where it is cost effective for a car to be used for business travel, a mileage allowance may be claimed. Any necessary parking costs can be reimbursed as long as they are supported by a receipt or the display ticket.

b) Other expenses - documentary evidence will be required for such items spent on Council-related costs.
c) All claims shall be made on the appropriate forms

Employee Expenses

a) The reasonable cost of necessary travel in connection with council business will be reimbursed. The most economic means of travel should be chosen if practicable and existing travelcards or season tickets wherever possible should be used.
   - Trains. The Parish Council will reimburse the cost of standard class travel on submission of a receipt with an expense claim form.
   - Taxis. A taxi should not be used when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with a claim form.
   - Car. Where it is cost effective for a car to be used for business travel, a mileage allowance may be claimed. Details of the current mileage rates can be obtained from the RFO/Clerk. Any necessary parking costs can be reimbursed as long as they are supported by a receipt or the display ticket.
   - The Parish Council will not reimburse penalty fares or fines for parking or driving offences, other than at the Council's discretion in exceptional circumstances.

b) Items purchased specifically at the direction of the RFO for which receipts in the name of the Council shall be obtained and passed onto the RFO.
c) All claims shall be made on the appropriate forms.