

FURNEUX PELHAM PARISH COUNCIL TRAVEL AND EXPENSE POLICY

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Meeting adopted **5 November 2015**

Reviewed **July 2018**

Next review **July 2019**

1 Introduction

- a) Councillors are unpaid and do not receive an annual allowance.
- b) The clerk should not be placed at financial disadvantage as a result of travelling whilst performing their work for Furneux Pelham Parish Council. Equally there should be no financial gain from travelling for work purposes on behalf of Furneux Pelham Parish Council.

2 Councillor's Expenses

- a) Councillors purchasing items specifically at the direction of the Council will be reimbursed upon production of a valid receipt for the purchase.

3 Procedure for Clerk

- a) The procedure outlined below should be followed when claiming expenses.
- b) Travel:
 - i. The Clerk will be reimbursed for travel to and from Furneux Pelham assuming that no part of the journey includes travel for other business.
 - ii. All travel claims should be supported by dates and purpose of journey.
 - iii. Travel expenses to be paid at the current National Joint Council rate of 0.45p per mile.
 - iv. Expenses should be claimed monthly at the end of the month in which incurred but can be timed to coincide with bi-monthly meetings of the Council.
 - v. Clerk is responsible for any fines, penalties or accident claims incurred whilst driving on Furneux Pelham Parish Council business.
- c) Other:
 - i. The Clerk will be reimbursed for expenditure incurred as part of fulfilling her duties providing claim is supported by a valid receipt and expected to be for:
 - Paper and envelopes
 - Postage
 - Printer cartridges
 - Website associated costs
 - Other office consumables
 - ii. Reimbursement should be claimed monthly at the end of the month in which incurred but can be timed to coincide with bi-monthly meetings of the Council.