



EXPENSES POLICY

Adopted: 24th May 2022

Review: May 2023

INTRODUCTION

It is the policy of Datchworth Parish Council to reimburse its employees and elected members' travel and subsistence costs while on Parish Council business, provided the expenditure has been authorised, receipted and certified in accordance with this Protocol.

1. RECEIPTS

- A supporting receipt for any expense claimed must be attached to the claim form in all cases where these are normally obtainable or sent as an attachment in the case of an electronic submission. Un-receipted expenditure will not be reimbursed except for mileage claims and at the discretion of the Council. The current reimbursement rate is laid out in Appendix A.
- It is important that Cllrs. keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to the Inland Revenue.
- In respect of car travel, it is recommended that Cllrs. should keep a log showing where business journeys commenced and ceased and the number of miles travelled (deducting any personal element of the journey).

2. TRAVEL

- All rail travel shall be by the cheapest standard class fare available. It is strongly recommended to book rail fares in advance whenever possible and make full use of any discounted rates. For attendance at meetings where dates are set well in advance, the use of advance tickets is expected.
- Taxis shall only be used when essential (e.g. urgent, awkward hours, transport of baggage, health reasons, etc.).
- Travel by car will be reimbursed at the mileage rate laid out in Appendix A, as will reasonable car parking costs.

3. SUBSISTENCE

- Subsistence will only be paid for business which involves leaving home before 7am or returning after 7pm or involving total home to home duration of 8 hours or more.
- Authorised expenditure on meals and light refreshments, including reasonable drinks with meals, will be reimbursed up to the limits as per Appendix A.
- Any claim exceeding the maximum allowable costs will be reduced accordingly.

4. HOTELS

- 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 6am. Any hotel accommodation requirements must be agreed with the Council in advance.

5. MISCELLANEOUS

- There may well be other incidental expenses by Cllrs. that are not covered by this policy. All cases of doubt should be referred promptly to the Clerk/Chair, prior to incurring the expense. Employees should refer to the Chair.

6. NON-REIMBURSED EXPENSES

- The following categories will not be reimbursed:
 - Those claims not fully supported by fully documented receipts (NB credit card slips do not count as documented receipts) unless exceptional approval has been given by the Council.
 - Personal entertainment of any sort.
 - Mini bar/bar bills.
 - Entertaining other Cllrs. or individuals.
 - Claims for unidentified small items of expenditure.
 - Any claims in excess of the maximum limits set by this Policy.

7. SUBMISSION AND PAYMENT OF EXPENSE CLAIMS

- All Cllrs. claims must reach the Clerk within one month of being incurred.
- The Clerk/Chair will scrutinise all Cllrs. claims submitted for approval at the next Parish Council meeting.
- Employee claims to be submitted to the Chair of the Parish Council.
- Chair will scrutinise all claims submitted for approval at the next Parish Council meeting.

APPENDIX A

- Motor Mileage Rates 45p per mile (tax free), 60p per mile (15p taxable)
- Subsistence as per HMRC guidance at the time of submitting expense

This policy will be reviewed every year or earlier if so required by legislation or additional material.

Date of policy: May 2022

Approving committee: Full Council

Date of committee meeting: 24th May 2022

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Supersedes: V2 January 2022

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Date for next review: May 2023