



## **Expenses Policy**

### **Introduction**

This policy applies to Councillors, employees and volunteers.

The Council will reimburse appropriate expenses incurred by Councillors and employees in the performance of their duties.

Expenses are classified as payments and the process for authorisation of payments is outlined in the Financial Regulations.

### **Clerk's Expenses**

The Clerk is an employee and may claim the following expenses: -

- Travelling and associated travel expenses for journeys on council business
- Subsistence, which may include overnight accommodation and meals incurred in the performance of previously approved Council business, provided that expenses are receipted and approved by the Council.
- The Parish Council will pay a contribution towards the cost of working from home as an expense at the rate determined by HMRC (Employment Income Manual) as nontaxable.

### **Councillors' Expenses**

Parish Councillors are unpaid and do not receive an annual allowance.

Exceptionally, the Chairman is entitled to claim a small allowance (as provided by S15 of the Local Government Act 1972) if it is provided for within the approved budget.

Councillors may be reimbursed for travel and subsistence expenses when carrying out previously approved duties. Approved duties mean the doing of anything approved by the Parish Council, or anything that is approved for the purpose of, or in connection with, the discharge of the functions of the Parish Council or any of its committees or working parties. Councillors do not receive expenses for attendance at any meeting of Rogate Parish Council or any work within the Parish.

### **Volunteers' Expenses**

Volunteers are unpaid but may be reimbursed for previously approved travel expenses and purchases. In order to be reimbursed volunteers must have written (or email) approval from the Clerk for the specific expenditure item(s) prior to incurring the cost, and this authorisation is to be attached to the completed claim.

## **Procedure**

1. No reimbursement will be made for any expenditure that has not followed this procedure. In all cases, attempts must be made to minimise travel expenses by sharing transport.
2. Reimbursement:
  - a) Mileage travel rates: Inland Revenue non-profit-making rates per mile, currently: cars/vans = 45p; motorcycles = 24p; cycles = 20p.
  - b) Public transport: First class travel will not be reimbursed unless exceptional circumstances pertain and Council approval has been given in advance of the purchase of tickets.
  - c) Taxi travel will not be reimbursed unless exceptional circumstances pertain and Council approval has been given in advance of the journey. This might include arriving / leaving late at night or in remote areas.
  - d) Other Expenses:
    - Stamps & stationery – these may be obtained from the Clerk.
    - Items purchased specifically at the direction of the Parish Council – VAT receipt to be made out to Rogate Parish Council.
3. Expenses Claims must be submitted to the Clerk and accompanied by appropriate receipts. Claims may be submitted at any time up to one month after their cost has been incurred. They will be included in the schedule of payments requiring authorisation at the next Council Meeting. The schedule of payments forms part of the agenda for the meeting. To ensure inclusion in the next schedule expense forms must be given to the Clerk by noon on the first Monday of the month.

Approved: December 2020

Date of next Review: December 2021