TRAVEL & EXPENSES POLICY

It is the aim of West Row Parish Council that no member will be financially disadvantaged when representing West Row Parish Council. West Row Parish Council will make reimbursement for all or some of the expenses the Clerk, Employees, Chairman or Councillors may meet on its behalf when incurred in performing the duties required of the Council.

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

1. Chairman & Councillor Expenses

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

- Travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking. Where possible, attempts will be made to minimize expenses by sharing transportation.
- 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.
- Items purchased specifically at the direction of the Council. Claims shall be made on the appropriate forms available from the Clerk. Members shall obtain a VAT receipt in the name of the Council and pass this on to the Clerk.
- Office consumables such as paper and ink.

All claims submitted shall be made on the appropriate forms available from the Clerk. Members shall obtain a VAT receipt in the name of the Council and pass this on to the Clerk.

2. Clerk's Expenses

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

- Travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking.
- 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) Stamps and stationery and other office consumables.
(c) Items purchased specifically at the direction of the Council.
(d) Other Council related expenses - documentary evidence will be required for such items.