



COLEHILL PARISH COUNCIL

EXPENSES POLICY – ADOPTED 22nd August 2023

1. Key Principles

- 1.1 Colehill Parish Councillors are unpaid and do not receive any annual allowances.
- 1.2 Colehill Parish Council will reimburse travel and subsistence expenses incurred by the Parish Clerk and Councillors while undertaking duties and tasks required by the Council that require travel outside of the parish boundaries.
- 1.3 All travel must be approved in advance by either the Council or the Parish Clerk.
- 1.4 All claims for parking costs, subsistence costs or other essential incidentals must be supported by receipts (VAT receipts where applicable). Unreceipted expenses will not be reimbursed.

All claims must be made to the Parish Clerk within 2 months of expenditure, using the issued claim form.

2. Rates

- 2.1 If using a personal vehicle for travel, mileage may be claimed at the following HMRC Approved Rates (this is the maximum that may be claimed tax free):

Cars:	45p per mile
Motor cycles:	24p per mile
Bicycles:	20p per mile

(Note, Most car insurance companies have agreed not to charge higher premiums for cars used by unpaid volunteers, but members are advised to notify their insurance company if intending to use their vehicle for parish council related journeys to make sure they are covered.)

- 2.2 Note, mileage can only be claimed for the business element of a trip, any personal elements to the journey must be deducted. Details of the route taken must be provided, and the mileage claimed may be checked by the Parish Clerk.
- 2.3 An additional mileage rate of 5p per mile may be claimed for each additional passenger (maximum 4) carried in a car on Council business, as an incentive to reduce the number of vehicles travelling to the same venue. (This is the maximum tax free rate allowed by HMRC.)
- 2.4 If using public transport, then costs may claimed at the lowest available fare. For trains, this should be a standard class fare booked in advance where possible. Ticket receipts are required.

- 2.5 Reasonable parking costs may be claimed with a receipt.
- 2.6 A maximum of £5 may be claimed for lunch if outside the parish on business for more than 5 hours and no food is provided. The actual amount claimed must be supported by a receipt, and must not include any alcohol.
- 2.7 Any essential hotel accommodation must be agreed by the Council in advance, and must always be booked by the Parish Clerk. This should normally be 'budget' accommodation such as Premier Inn or Travelodge unless there are exceptional reasons.
- 2.8 A maximum of £25 may be claimed for overnight subsistence (to cover dinner & breakfast) if staying overnight in hotel on business. The actual amount claimed must be supported by a receipt, and must not include any alcohol.
- 2.9 Any exceptional expenses not detailed above must be discussed and agreed in advance with Council or the Parish Clerk.

Version History

Date	Summary of Changes
4/5/21	New Policy
22/8/23	Next review date removed

This Policy will be reviewed annually.