



## TRAVEL AND EXPENSES POLICY

Upton Parish Council aim to ensure that no member or employee are financially disadvantaged when representing the council. In this respect Upton Parish Council will make reimbursement of all or some of the expenses incurred by the Clerk, Chairman or Councillors while performing the duties required by the Council.

### 1. Clerk's expenses

The Clerk will be able to claim expenses for:

- a) Travelling and associated travel expenses related to council business to include mileage at current NJC rates and parking, provided that such expenses have been approved by the council.
- b) The clerk may be reimbursed for purchases made on behalf of the council provided that such expenses have been approved by the council. Expenses claims should be submitted with a VAT receipt in the name of the council.

### 2) Councillor's expenses

Upton Parish Council does not pay a basic allowance to councillors or the Chairman. Councillors and the Chairman will be able to claim expenses for:

- a) Travel and subsistence – councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence when carrying out duties approved by the council, or anything of a class so approved for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or working parties. This includes attendance at training courses.
- b) Approval for the attendance at events referred to above will normally be approved in advance at full council meeting, however in emergency situations or if the details of the event are published between meetings expenses may be approved after the event.
- c) Councillors will not receive expenses for attendance at any meeting of Upton Parish Council or work within the parish.
- d) Allowances in respect of travel will be in accordance with NCALC/ National Joint Council (NJC) approved rates and therefore will not be taxable. Where possible attempts should be made to minimise travel by car sharing.
- e) Items purchased specifically at the direction of the council will be reimbursed. Councillors should obtain a VAT receipt in the name of the council and submit it with the Expenses Claim Form.

Applications for reimbursement should be made on the Expenses Claim Form and submitted to the Clerk. Applications will be approved for payment at the next available full council meeting. Except for mileage, all expenses must be supported by a receipt.