



SUNNINGDALE PARISH COUNCIL

EXPENSES POLICY

Revision: January 2016

Approved: 19 January 2016

Minute: Minute 05/2015

Reviewed: May 2017, May 2018, May 2019, March 2021 (No changes), March 2023 (No changes)

Purpose of the Policy

The purpose of this policy is to provide clear guidance on the reimbursement of travel, hotel, conference, training and out-of-pocket expenses. It is the Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred by persons whilst on Parish Council business. The expectation is that individuals will neither gain nor lose financially and will exercise prudent judgement to keep expenses to a minimum.

1. Travel

Councillors and employees of the Council should seek to choose a mode of transport that is both cost-effective and environmentally responsible, making an appropriate judgement between the cost and convenience of the mode of travel selected.

Public Transport

The rate payable shall not exceed the amount of the ordinary standard class fare or any available cheap fare.

Own Vehicle

A Councillor may use his or her car to travel to a conference, meeting or other approved Council business outside of the Parish.

The rate claimed shall be the following rates approved by HMRC (Approved Mileage Allowance Payments). Cars - 45p per mile (First 10,000 miles); Motorcycles - 24p per mile; Bicycles - 20p per mile; Passengers - 5p per mile for each passenger (who must be a Councillor or officer of the Parish Council) carried.

Parking and toll charges may be claimed provided these were necessarily incurred.

Travel by taxi will only be paid in urgent or exceptional circumstances.

Start and finish points for a journey

The starting and finishing point for any journey made by a Councillor shall be his/her home. If Councillors start and/or finish their journey from a place other than their home, the claim shall be in respect of the lesser of the cost of either the journey to/from that other place or to/from their home.

2. Hotels costs

Hotel claims will not be paid unless previously approved by Council.

3. Other Expenditure.

All other expenditure more than £10 must first be approved by the Clerk.

Claims more than £100 should also be authorised in advance by the Chairman unless already approved as part of a project budget.

4. Procedure for Reimbursement

To obtain reimbursement of expenses incurred, individuals should complete a Parish Council Expenses Claim Form, attach all relevant supporting receipts. Specific details should be provided to support all expense claims e.g. purpose of incurring expenditure, names of people entertained.

All claims should be made as soon as possible after the expenses have been incurred and submitted to the Clerk. Claims that are received six months after the date on which the expenditure was incurred will not be paid without the specific authorisation of the Parish Council.

The Clerk should examine critically all expense claims submitted for payment. Expenses will be reimbursed by Bank Transfer by the Clerk within fourteen days of receipt of a properly completed and supported Expenses Claim Form. Expenses will only be reimbursed if an original VAT Receipt is attached to the Claim Form where appropriate. Please note that credit card slips are not VAT Receipts.

Claimants are not permitted to authorise their own expenses, or the claims of others from which they may benefit.