

AGREED POLICY FOR COUNCILLORS TO CLAIM FOR TRAVEL EXPENSES ON PARISH COUNCIL BUSINESS (agreed at LPC meeting on 13 February, 2017)

The Local Authorities (Members' Allowances) (England) Regulations 2003 allows for travel and subsistence costs to be reimbursed.

This will normally be to cover travel and associated costs incurred by a Councillor who has been asked to represent the Council at a meeting and this has been recorded in Council minutes.

This is limited to travel, subsistence and any associated out of pocket expenses.

Travel Expenses

Second class train and bus tickets will be reimbursed in full. Road mileage allowance is set out below as advised by the Society of Local Council Clerks (SLCC).

Subsistence Rates

These are set out below as advised by the SLCC.

Out of pocket expenses

This is to cover items such as the need to use a taxi for a short journey, or car parking charges.

All claims must be supported with receipts for audit purposes and submitted to the Clerk on the enclosed expenses form for authorisation by two of the existing Council accounts signatories.

Society of Local Council Clerks

Current Allowances

Mileage Rates

First 200 miles on any trip	45 pence a mile
All miles thereafter	35 pence a mile

A trip is measured from the time of leaving home base to returning to it. Consecutive days spent away on business without returning to home base all count as one trip.

Subsistence Rates (maximum reimbursable)

Breakfast	£ 9-00
Lunch	£ 10-00
Tea (return after 7pm)	£ 6-00
Evening Meal (return after 8pm) - Outside London	£ 16-00
- London	£ 22-00

A claim for tea cannot be made where a claim is made for an evening meal.

Overnight accommodation (bed & breakfast) (maximum reimbursable)

London	£ 120-00
Outside London	£ 90-00

When staying in London members and officers should attempt to make use of the Ibis, Travelodge or Travel Inn chains. In the event that accommodation is not available at these hotels then alternatives may be booked and the maximum reimbursable will be the above published rate.