



# TOPPESFIELD PARISH COUNCIL



## Policy on Travel expenses for Parish Councillors

Councillors may claim travel expenses when carrying out approved duties on behalf of the Council. Approval should be sought from the Council in advance. Such duties may include attending training courses or representing the Council at meetings held outside the Parish. In an emergency, such expenses incurred may be approved after the event. This policy shall apply equally to Councillors whether elected or co-opted.

### Use of private vehicle

Mileage will be reimbursed at HMRC applicable rates but Councillors should be aware that such expenses must be declared to HM Revenue and Customs. The current rates (effective tax year 2011 to 2012 to present date):

From Tax year 2011 2012 onwards	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

### Public Transport

Cost of bus transport or second-class rail transport may be claimed if used. Taxi expenses are not reimbursable.

### Claims

All claims to be made in writing in the name of the person claiming and signed and submitted to the Clerk who will arrange authorisation and payment. Claims will be authorised by the Chairman. The Vice-Chairman will authorise any claims submitted by the Chairman. Records shall be kept by the Clerk so as to be able to satisfy HM Revenue and Customs' requirements.

Councillors may opt not to claim travel expenses if they so wish.