



# 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 NALC applicable rates but Councillors should be aware that such expenses must be declared to HM Revenue and Customs. The current rates (effective 1 April 2010) are as follows for the first 8,500 miles:

Engine size	Rate per mile
451-999cc	46.9p
1000-1199cc	52.2p
1200-1450cc & above	65p

Alternatively, Councillors may wish to claim at the tax-free rate of 45p per mile.

### **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.