GISLINGHAM PARISH COUNCIL

TRAVEL AND EXPENSES POLICY

It is the aim of Gislingham Parish Council that no Councillor, Employee or Volunteer will be financially disadvantaged when representing Gislingham Parish Council. Gislingham Parish Council will make reimbursement for all or some of the expenses the Chair, Councillors, Employees and Volunteers may meet on its behalf when incurred in performing the duties required of the Council.

No expenses will be paid to Councillors for attendance at any meeting of Gislingham Parish Council or any work within the Gislingham.

Please email the RFO on rfo@gislinghamparishcouncil.com to obtain an Expenses Claim Form.

Chairman and Councillor Expenses

To be agreed at Full Council if possible, prior to the expense being incurred, or at the next Parish Council Meeting.

The Chairman and Councillors will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on Council business to include mileage at current HMRC rates and parking. Where possible, attempts will be made to minimise expenses by sharing transportation.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.
- Items purchased specifically at the direction of the Council. Members shall endeavour to obtain a VAT receipt in the name of the Council and pass this on to the Clerk/RFO.
- Stamps and stationery and other office consumables. If necessary, members may obtain these from the Clerk/RFO (Responsible Financial Officer).

All claims should be made by completing the Travel and Expenses Claim Form and passing to the RFO. The following information is required:

- Date.
- Purpose, if a course please note title.
- Mileage – destination.
- Other expenses should be itemized.
- Any receipts to be handed to the Clerk or RFO at a Parish Council meeting.

The Clerk's and Responsible Financial Officer's Expenses

The Clerk and Responsible Financial Officer will be able to claim the following expenses, with approval from Councillors, at a Full Parish Council Meeting.

- Travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.
- Stamps and stationery and other office consumables
- Items purchased specifically at the direction of the Council.
- Other expenses - documentary evidence will be required for such items spent on Council-related costs.

The Clerk and Responsible Financial Officer also needs to complete the Travel and Expenses Claim Form for the Parish Council's approval.

DOWNLOAD GPC TRAVEL AND EXPENSES FORM ON WEBSITE FOR COMPLETION.

Volunteer Expenses

Expenses for Volunteers need to be approved by Full Council prior to items being purchased and subsequent completion of the Volunteer Expenses Claim Form.

DOWNLOAD GPC VOLUNTEER EXPENSES FORM ON WEBSITE FOR COMPLETION.

The RFO shall endeavor to obtain a VAT receipt in the name of the Council for reimbursement.

Signed: *CTranter* **Chair**

Approved by Gislingham Parish Council on 15th July 2024

Date of next review July 2026