**EXPENSES POLICY**

Hewelsfield & Brockweir Parish Council will make reimbursement for all or some of the expenses the Clerk, Chair or Parish Councillors may meet on its behalf when incurred in performing the duties required by the Council, such as attending training or meetings on behalf of the Council. All expense claims must be submitted using the Travel and Expenses Claim Form and accompanied by receipts where applicable and authorised by cheque signatories at time of signing.

**Parish Clerk Expenses**

The Parish Clerk will be able to claim the following expenses:

* Travelling and associated travel expenses on journeys on council business to include mileage at current agreed rates (45p per mile as at 1st April 2016) and parking fees.
* Subsistence which may include overnight accommodation and meals incurred in the performance of Parish Council business provided that these expenses have been receipted and approved by the Parish Council.
* Small purchases such as postage or supplies not exceeding £50.00 per transaction.
* An expenses claim form must be completed for all items to be claimed.

**Chair’s Expenses**

The Chair can be allocated a small annual allowance to defray the expenses of his/her office. Details of this allowance must be agreed by the Council, included in annual budgets and reported in the accounts.

**Parish Councillor Expenses**

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by the Parish Council. Parish Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish:

* Travelling and associated travel expenses on journeys on council business to include mileage at current agreement rates (as above) and parking fees.
* For the purpose of making mileage claims, councillors are permitted to claim for ‘allowable journeys’ only – i.e. those made with the prior approval of the Parish Council.
* All claims ae to be made promptly to the Parish Clerk (within 2 months of expenditure) and where relevant must be accompanies by a receipt.
* Parish Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with prior approval of the Parish Council.

Policy Adopted: 14th June 2016

**EXPENSES CLAIM FORM**

**Name: Month:**

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| --- | --- | --- | --- |
| **Date** | **Description** | **Receipt 🗸** | **Amount** |
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**Authorised by………………………………………………… Date………………………………….**

**Authorised by………………………………………………… Date………………………………….**