

**Travel Expenses Policy**

 It is the aim of ODA Parish Council that no member will be financially disadvantaged when representing ODA Parish Council. ODA Parish Council will make reimbursement for all or some of the expenses the Manager, Employees, Chairperson or Councillors may meet on its behalf when

incurred in performing the duties required of the Council.

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

Parish Councillors are entitled (but not obliged) to claim an amount per mile for any trips made in the proper performance of their duties on council business, including within the parish boundary.

For the avoidance of doubt, those duties are defined in the Local Authorities (Members’ Allowances) (England) Regulations 2003 as follows:

• the attendance at a meeting of the authority or of any committee, sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;

• the attendance at a meeting of any association of authorities of which the authority is a member;

• the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;

• the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorize the inspection of premises; and

• the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

The rates per mile will be as set out in government guidelines from time to time.

|  |  |  |
| --- | --- | --- |
| **Travel Expense**  | **Level of Expense**  | **Procedure and Payment**  |
| First 10,000 business miles in the tax year  |
| Travel – car and van  | 45p per mile  | Reclaimed via expenses claim form and once verified, paid by bank transfer  |
| Car share  | 45p per mile plus 5p per mile when one or more councillors arepassengers |
| Electric car | 10p per mile |
| Motorcycles  | 24 per mile  |
| Travel – bicycle or other non-motorised transport | 20p per mile  |

Mileage will normally be logged from the home address of the Councillor to the parish destination.

If the Councillor is travelling to parish business from outside the parish boundary, the options are as follows:

• Log the mileage from the parish boundary to the destination

• Disregard the mileage

|  |  |  |  |
| --- | --- | --- | --- |
| Version number | Purpose/change | Author | Date |
| 0.1 | Initial draft | KG | 9.20 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 

Member Expenses Claim Form

Name:- ……………………………………………………………………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date**  | **Details of Journey**  | **Reason**  | **Miles**  | Finance Use Only  |
| Code  | Centre  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date**  | **Retailer / VAT no.**  | **Description**  | **£ net**  | **£ VAT**  | **£ gross**  | Finance Use Only  |
| Code  | Centre  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

 Total amount claimed ……………………………………………………………

 I certify that:

1. Where the above fuel claim has arisen whilst on official business, my policy of motor insurance indemnifies ODAPC against any third-party claims arriving out of use of that vehicle.
2. The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
3. I understand that the mileage allowance is at the current Local Government mileage allowance rate.

|  |  |  |
| --- | --- | --- |
| Signed  |   | Date paid  |
| Date  |  | RFO signature  |