

## **Elvetham Heath Parish Council Expenses policy and procedure – Councillors**

**Adopted 21 May 2018. Minute Ref 34/18**

### **1. Scope**

This policy and procedure applies to all elected & co-opted members of Elvetham Heath Parish Council.

### **2. General Principles**

It is the policy of Elvetham Heath Parish Council (EHPC) to reimburse its members for expenses incurred in performing their duties, such as travelling on EHPC business and attending training courses or meetings on behalf of EHPC.

### **3. Policy and procedure**

Any expense properly incurred on behalf of the Council will be reimbursed provided that it is supported by appropriate VAT receipts and is submitted using an Expenses Claim Form.

Claim forms are available from the EHPC office. All receipts should be originals.

The Executive Officer will scrutinise all claims submitted. If satisfied that the claim is allowable, it will be approved and paid.

The Council reserves the right to refuse to pay an expense claim where the expenditure is unreasonable, disproportionate or unnecessary.

### **4. Travel Expenses**

Councillors should travel by the most cost-effective means taking into account journey time and the nature of the journey as well as monetary cost.

Travel by car will be reimbursed at the HMRC rates in force at the time and reasonable parking will be paid.

All rail travel shall be at the cheapest standard class fare available.

Taxis shall only be used when essential

Where a councillor uses their own motor vehicle they should ensure that the vehicle is in good working order, fully insured, taxed and MOT'd.

### **5. Subsistence**

Any councillor may claim for the costs of meals and beverages reasonably purchased when travelling on EHPC business. This is intended to reimburse for additional expense as a result of having to travel on council business.

## **6. Miscellaneous Expenses**

There may be other incidental expenses incurred by councillors that are not covered above such as printing costs. These should be referred to the Executive Officer who will confirm whether these are expenses incurred in or for performing council duties and therefore able to be reimbursed. Printing costs are only reimbursable if a large volume of printing is required and cannot be done by staff in the EHPC office.

## **7. Chairman's Expenses**

The Chairman may claim up to £250 in any one year to cover the costs of entertaining staff or members at Christmas or another special occasion.

## **8. Abuse of this policy**

Any abuse in the application of this policy will be dealt with in accordance with The Council's Code of Conduct.

## **9. Alterations and amendments to this policy**

This policy and procedure does not form part of employees' contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the Council.

### **Additional information**

For further information, please contact the Executive Officer.