



Rushmere St Andrew Parish Council

www.rushmerestandrew-pc.gov.uk

TRAVEL AND EXPENSES POLICY

1. INTRODUCTION

- 1.1 It is the aim of Rushmere St Andrew Parish Council that no member will be financially disadvantaged when representing Rushmere St Andrew Parish Council. The Parish Council will make reimbursement for legitimate expenses to the claimant who makes the expenditure, when incurred in performing the duties required of the Council. Specifically, expenses will be reimbursed when incurred:
- in the necessary course of business; and
 - at the lowest reasonable cost; and taking account of
 - sustainability, corporate social responsibility and diversity
- 1.2 No expenses will be paid for attendance at any meeting of Rushmere St Andrew Parish Council or any work within the Parish.
- 1.3 Prior to any expenditure or any expenses, the individual **MUST** gain prior consent from the Clerk or RFO.
- 1.4 Any Income Tax Liability is the responsible of the claimant

2. MAJORITY PRINCIPLES

- 2.1 When expenses are incurred, the following major principles apply:
- the need for travel and/or overnight stay should be identified, in advance, if possible, as necessary for the effective running of the business
 - public transport at standard/economy class is to be used where this is the most cost-effective option, otherwise private cars may be used
 - use of taxis should be a rare exception
 - expenses must be claimed on a timely but cost-effective basis
- 2.2 The Parish Council will not reimburse penalty fares or fines for parking or driving offences, other than at the Council's discretion in exceptional circumstances.
- 2.3 Employees will be able to claim travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking.
- 2.4 Items purchased specifically at the direction of the Parish Clerk or RFO for which receipts must be obtained should be passed onto the Clerk or RFO.



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3. REJECTED CLAIMS

- 3.1 Where these principles and detailed guidance have not been followed, the Clerk and RFO has the right to reject or reduce an expense claim that is considered unreasonable.
- 3.2 If a claim is rejected or reduced, the claimant has the right of appeal to the Full Parish Council.