



Expenses Policy

General Principles

1. It is the policy of Amble Town Council to reimburse its elected Members' and Employees' travel costs upon receipt of a claim, provided the expenditure has been previously authorised, receipted and certified in accordance with this policy.
2. All allowances paid should pass the 'fair and reasonable' test.
3. It must always be borne in mind that the Town Council is a financially small membership organisation.

Authorised Duties

4. Expense claims will be considered for the following activities:
 - a. Travel to and from meetings of outside bodies which are limited to the Town Council representative(s) to those bodies.
 - b. Travel to and from training sessions held by NALC or other approved organisations.
 - c. Travel expenses when delivering Council documents or carrying out Council business.
 - d. Other expenses as agreed, in advance, at full Council.
 - e. Allowances are detailed in Appendix 2

Method of travel

5. Travel by car will be reimbursed at the mileage rates agreed by the Town Council and, where applicable, in line with the National Joint Council for Local Government Staff.
6. Our environment will be considered when making allowance decisions. Public transport will be preferred if practical.
7. All rail travel shall be by the cheapest standard class fare available
8. Taxis shall only be used when unavoidable and essential.
9. Car sharing should be undertaken whenever possible

Procedure for Making a Claim

10. All expense claims must be made on the claim form (see Appendix 1) with receipts attached as appropriate. Claim forms are available from the Clerk / RFO to the Town Council.
11. It is important that elected members keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to the HMRC. In respect of car travel, members should keep a log showing where journeys commenced and ceased and the number of miles travelled.
11. All claims are paid monthly upon approval of the Town Council

12. The RFO or other designated officer will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved by the Council and passed by the RFO for payment. RFO claims will be scrutinised by the Chair of the Council.

Subsistence

13. In addition to travel, expenses are allowable for:
- a. Meals at meetings where necessary and approved beforehand.
This is applicable after six (6) hours, which may include travelling time.

Printing expenses

14. Printing expenses will be reimbursed provided that the elected Member has consented to receive all council documentation electronically. A maximum of £50 per year per elected Member is available however VAT receipts must be submitted to the Town Council as proof of expenditure.

Miscellaneous Expenses

15. There may be other incidental expenses incurred by members that are not covered by these rules such as stationery, phone calls etc. which would require prior approval by the RFO. Retrospective approval will only be granted in exceptional circumstances where prior consideration could not have been granted.

Publication and Review

16. This document will be issued to all members of the Town Council at the first meeting following the AGM of a new Council and to new members as and when appropriate.
17. The policy shall be regularly reviewed by the Town Council.

Agreed:

Amble Town Council

Expenses Claim



Name:

Date:

Journey From/To	Purpose of Journey	Date	Miles Claimed	Amount
				£
				£
				£
				£
				£
				£
				£
				£
				£
				£
Total Mileage Claimed				£

Other Expenses (Please attach receipts for all stationery and miscellaneous expenses)

Printing	Dates	Details	Amount
	Dates	Details	Amount
Miscellaneous	Dates	Details	Amount
Total Amount of Expenses Requested:			

Signature Councillor/Clerk:	Approved: Chair of meeting Date:
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Payment made:	Date: Cheque Number:
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Appendix 2

LOCAL ALLOWANCES

Meal Allowances <ul style="list-style-type: none">No allowance can be claimed if no valid receipt is submitted.	Breakfast	£6.60 max payable
	Lunch	£9.11 max payable
	Tea	£3.60 max payable
	Dinner	£11.31 max payable

Car User Allowances

N.B.: Staff/Members using their own vehicle to transport goods/equipment for the Council do so at their own risk as they are not covered by the Council's insurance.

	451 – 999cc	1000 – 1199cc	1200 – 1450cc
Casual Users - HMRC authorised rates are payable.			
Cars and Vans - per mile first 10,000	45p	45p	45p
Cars and Vans – per mile after 10,001	25p	25p	25p

Paper/Ink used by Councillors for Council purposes

In any financial year £50 maximum

- No allowance can be claimed if no valid receipt is submitted.