

EAST LEAKE PARISH COUNCIL

TRAVEL EXPENSES AND MILEAGE ALLOWANCE POLICY FOR STAFF & PARISH COUNCILLORS

It is the aim of East Leake Parish Council that no Councillor or employee will be financially disadvantaged when representing East Leake Parish Council. East Leake Parish Council will make reimbursement for all or some of the expenses the Chair, Councillors and employees may meet on its behalf when incurred in performing the duties required of the Council. No expenses will be paid to Councillors for attendance at any meeting of East Leake Parish Council or any work within the Parish.

Parish Councillors are unpaid and do not receive an annual allowance for carrying out council duties.

Staff and Councillors may be reimbursed for expenses for travel and subsistence on Council business outside the Parish of East Leake.

- Staff and Councillors are permitted to claim for authorised journeys only
- All claims should be made by completing the Staff Expenses Claim Form and submitting to the Clerk.
- Travelling and associated expenses on journeys on Council business to include mileage at current HMRC rate and parking.
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt for parking.
- The distance to be claimed will be based upon a route calculated as shortest by Google Maps.
- The Parish Council expect a Councillor/ Clerk to try and minimise travel expense costs by sharing transport to events where possible and limiting any public transport to economy fares.

Approved by Full Council – August 2023