



## **TRAVEL EXPENSES POLICY**

## Stoke Mandeville Parish Council – travel expenses policy

<b>Title</b>	<b>Travel expenses policy</b>
<b>Owner</b>	<b>Chairman</b>
<b>Version number</b>	<b>0.1</b>
<b>Primary audience</b>	<b>Councillors and staff</b>
<b>Document location</b>	<b>Shared drive</b>
<b>Objective</b>	
This policy sets out the basis on which travel expenses can be claimed	

Councillors will be able to claim travelling expenses for Parish Council business on the following basis:

1. Use of own vehicle for approved meetings, conferences and other Parish Council business needs.
2. The vehicle will be licensed and appropriately insured. Individual Councillors will be required to check with their Insurance Company whether the vehicle needs to be insured for business use.
3. Reimbursement will be paid at 45p per mile for cars and vans, 24p per mile for motorcycles and 20p per mile for bicycles – in line with the recommended rates from HM Revenue and Customs.
4. Public transport travel costs for a standard fare will be reimbursed in full
5. Car Parking charges will be reimbursed in full
6. Claimants will complete travel claim forms obtainable from the Clerk
7. Receipts/tickets for public transport, car parking fees or any other costs are to be attached to the claim form.
8. Any travel claim form is to be certified by the Clerk or Chairman of the Council.
9. Councillors are expected to undertake their journey using the most appropriate means, timing and route in view of the costs likely to be incurred.

<b>Supporting Materials</b>
This policy should be read in conjunction with the following supporting materials: <ul style="list-style-type: none"> <li>• TBA</li> </ul>

### Review and approval

<b>Sign off</b>		
<b>Finance &amp; Governance C'tee</b>	<b>09/06/2020</b>	
<b>Full Parish Council</b>	<b>16/06/2020</b>	

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<b>Next review date</b>
This policy should be reviewed every three years or when significant change occurs to the policy subject matter.
The next review date for this policy is <b>1 May 2023</b> .

### Version Control / History

<b>Version no.</b>	<b>Author</b>	<b>Date</b>	<b>Status/Comments</b>
0.1	GWS	01.05.2020	Policy put into new template with minor amendments