



# Travel and Subsistence Policy

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Review date: March 2025  
Office Opening Times:  
Mondays, Tuesdays & Fridays 10am - 12 noon  
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Marden Parish Council Travel and Subsistence Policy

**MARDEN PARISH COUNCIL  
TRAVEL AND SUBSISTENCE POLICY**

## **COUNCILLORS AND EMPLOYEES**

### **Parish Councillors**

Parish Councillors are unpaid and do not receive an annual allowance for carrying out council duties. However, Councillors may be reimbursed for travel expenses when on council business outside the Parish of Marden as follows:

Councillors are permitted to claim for authorised journeys only

Travelling and associated expenses on journeys on Council business (either usage of private vehicle or public transport) to include mileage at current HMRC rate and parking if relevant

Reasonable subsistence payments for refreshments will only be paid when the Councillor is away from home for more than 4 hours, at an authorised event, where no refreshments are included

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 and subsistence

### **Parish Council Employees**

Marden Parish Council will reimburse employees for reasonable expenses which are necessary, and exclusively, incurred in connection with Council business.

Employees should not be either financially disadvantaged or advantaged because of genuine Parish Council expenses.

Employees are responsible for the payment of all expenses they incur and expense/ travel claims should be submitted for payment as soon as possible and in any event no later than six weeks after incurring the expenditure unless there are direct settlement arrangements with suppliers in place.

## **TRAVEL**

Travel expenses do not include travel between home and the office unless the employee is recognised as being a “contractual home-based employee”.

Employees should travel by the most cost-effective mode of transport taking in account of the journey time and the nature of the journey as well as the monetary cost.

### **Travel by own car/motorcycle**

The mileage allowance is set by reference to the HMRC rules on Approved Mileage Allowance Payments and these should be referred to when paying mileage.

Where the Councillor/employee is using their own vehicle they should ensure that the vehicle is in good working order, fully insured, taxed and MOT'd.

### **Travel by Taxi**

The use of taxis is only permitted in exceptional circumstances, when strictly necessary and where it is cost effective to do so. A receipt should always be obtained.

### **Travel by Train/Tube/Bus**

Tickets should be retained where possible. Where an Oyster card is used evidence should be provided for the additional cost incurred (for example printing off the journey cost provided by the Oyster fare finder). Standard class should be used when travelling by train and where possible booked sufficiently in advance to obtain the best prices.

### **OVERNIGHT ACCOMMODATION**

Hotel accommodation should be booked in advance at the best possible rate and should be approved by the Council prior to booking. The location of the hotel should be taken into account in regard to cost of taxis etc and the time required to travel to and from the hotel.

### **SUBSISTENCE – NO OVERNIGHT ABSENCE**

An employee, or Councillor, may claim for meals and beverages up to a maximum of £20.00 per day when travelling on Parish Council business. This is intended to reimburse the employee for additional expenditure as a result of having to travel on Parish Council business.

Personal incidental expenses cannot be claimed where there is no overnight stay.

### **SUBSISTENCE – OVERNIGHT ABSENCE**

The Council will reimburse reasonable out of pocket expenses incurred by the Councillor/employee when it is necessary to stay away from home overnight on Parish Council business. This will include the following:

- Hotel bills (see above)
- Breakfast (if not included in the hotel costs)
- Lunch, evening meals and beverages – to a maximum of:
  - Lunch £10.00
  - Evening Meal £20.00
  - Beverages £5.00 (does not include the purchase of alcohol)

(please note that only the agreed amount above will be repaid - any expenditure over this amount will not be reimbursed).

### **EYE TESTS AND SPECTACLES**

The Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). The Council will contribute to the cost of an eye test if the use of a computer monitor is a significant part of the employee's working day on Parish Council business.

The Parish Council will contribute £30 towards the cost of an eye test conducted by a suitably qualified optician and following sight of the receipt.

The Council will only reimburse for one eye test in any 12 month period.

If the test reveals that spectacles are required for exclusively computer work the Council will contribute £75 towards the cost of basis spectacles – this policy does not apply to contact lenses.

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