

Bourton on the Water Parish Council

Expenses Policy

1. Travelling and subsistence

Councillors, including co-opted councillors, and employees may claim travel and subsistence expenses when carrying out previously approved duties (approved duties generally means the doing of anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.)

2. Claims

Claims shall be made from the Clerk by submitting receipts to the value of the expenses being claimed.

3. Stationery and stamps

Members may obtain these from the Clerk.

4. Items purchased specifically at the direction of the Council

These shall be reimbursed. Claims shall be made to the Clerk. Members shall endeavour to obtain a VAT receipt in the name of the Council and to pass this to the Clerk.

5. Other expenses

Petrol costs for travel to authorised meetings or Council business will be reimbursed at the present rate of 45p per mile. All other expenses (such as telephone calls, etc.) may only be reimbursed via a Parish Basic Allowance, currently set at £50pa, a level which shall be set by Council from time to time in accordance with current legislation. Members will be expected to provide documentary evidence that the allowance has been spent on Council-related costs, on a quarterly basis.

Adopted 6th May 2020