

# **COLLINGHAM** *Parish Council*

## **TRAVEL EXPENSES POLICY FOR COUNCILLORS**

**ADOPTED 10 MAY 2018**

**Next review May 2019**

### **Purpose**

This policy is written to clarify when and how to claim travel expenses by Councillors when carrying out the work of Collingham Parish Council.

The aims of the policy are:

To ensure that travel expenses incurred by Councillors are reimbursed in a fair and timely manner.

To ensure that costs and expenses are controlled by the Parish Council.

### **Mileage**

The current mileage rate to all Councillors using their private car is 45p per mile up to 10,000 miles in each tax year.

Councillors may not claim for mileage incurred on journeys to or from their home to meetings within Collingham.

Where there is more than one person travelling to the same venue, unless there are more than 4 people travelling to that venue the use of more than one car will not be authorised, unless special circumstances dictate that this is not practical in which prior authorisation is required.

Under no circumstances will the Parish Council pay any fines arising out of Road Traffic offences.

Councillors are strongly advised to check with their insurance company that they are covered for trips made on behalf of the Parish Council.

### **How to Claim**

The 'Travel Expenses Claim Form' needs to be completed and passed to the Clerk who will then arrange for the Claim to be authorised at the next Full Council meeting. Payment will be authorised and signed on the Claim Form by three Councillors (not the Councillor making the claim).

Councillors are reminded that they will need to disclose an interest in the Income and Expenditure item on the relevant meeting's Agenda and will be requested to leave the room whilst this item is discussed

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## TRAVEL EXPENSES CLAIM FORM

Details of claim from Full Name	Total to be claimed £
Date expense incurred	
Venue visited and reason	£
Number of miles @ 45p per mile	

### Authorised by:

Name.....

Signature.....

Name.....

Signature.....

Name.....

Signature.....

Details of meeting claim agreed at (date and agenda number)\_\_\_\_\_

Cheque number \_\_\_\_\_