

# Coffinswell Parish Council

Serving the Communities of  
Coffinswell & Dacombe

The Cirl Bunting is the UK's rarest farmland bird. The entire breeding population is found between Exeter and Plymouth.



## Out of Pocket Expenses and Subsistence Policy

### Purpose of the Policy

The purpose of this policy is to provide clear guidance as to the personal expenses which will be reimbursed to an individual whilst undertaking Council duties.

This should not be confused with the parish financial regulations policy which relates to Councillor /Clerk expenditure of Public funds on behalf of the Council.

It is the Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred whilst on Council business outside the Parish.

Examples of this type reimbursement would be travel, hotel, conference, training and out-of-pocket expenses, including Clerk's day-to-day expenses.

The expectation is that individuals will neither gain nor lose financially and will exercise their judgement to keep the costs to a minimum.

This Policy has been divided into two sections these being:

1. Those commonly claimed expenses, and
2. Those with which the Parish rarely has claims, but in theory are possible on extraordinary circumstances

## **Section 1**

### **Travel**

Councillors and the Clerk should seek to choose a mode of transport that is both cost-effective and environmentally responsible, making an appropriate judgement between the cost and convenience of the mode of travel selected.

Public Transport: the rate payable shall not exceed the amount of the ordinary standard class fare or any available cheap fare.

A Councillor may use his or her car to travel to a conference, meeting or other approved Council business outside of the Parish.

The Clerk may use his or her car to travel on Parish duties/business, claiming to and from their home address.

The rate claimed shall be the following rates approved by HMRC (Approved Mileage Allowance Payments).

Cars - 45p per mile

Motorcycles - 24p per mile

Bicycles - 20p per mile

Passengers - 5p per mile for each passenger (who must be a Parish Councillor) carried.

Parking and toll charges may be claimed provided these were necessarily incurred.

Travel by taxi will only be paid in urgent or exceptional circumstances.

### **Other Expenditure**

All other expenditure in excess of £10 must first be approved by the Clerk. Claims in excess of £100 should also be authorised in advance by the Chairman/vice Chairman

Each individual expenses claims must not exceed £100

### **Clerk's day-to-day Expenses**

The Clerk shall be able to reclaim costs associated with stationery, postage, printing costs and other office consumables.

## **Section 2**

### **Hotel Costs**

Hotel costs will not be paid unless previously approved by the Parish Council.

### **Subsistence Allowance**

Subsistence can be claimed for councillors, clerk or volunteers who are attended an official prearranged event such as conferences, seminars, training days etc where they will be away from their home and the event does not provide a meal/s . Furthermore this policy also reflects the potential need to travel outside normal working hours to attend these official events.

The rate below reflects Devon County Councils current allowance.

Breakfast £6.76

Lunch £9.47

Evening Meal £13.50

### **Procedure for Reimbursement**

Councillors/Clerk should provide details and evidence of the expenditure to the Clerk, attaching all relevant supporting receipts. Specific details should be provided to support all expense claims e.g. purpose of incurring expenditure, names of people entertained. Expenses incurring VAT will require a VAT receipt.

All claims should be made as soon as possible after the expenses have been incurred and submitted to the Clerk. Claims that are received six months after the date on which the expenditure was incurred will not be paid without the specific authorisation of the Parish Council.

The Clerk should examine critically all expense claims submitted for payment. Expenses will be reimbursed by Bank Transfer by the Clerk within fourteen days of receipt of a properly completed and supported claim. Expenses will only be reimbursed if an original VAT Receipt is provided where appropriate. Please note that credit card slips are not VAT Receipts.

Claimants are not permitted to authorise their own expenses, or the claims of others from which they may benefit.

Agreed July 2021

Review date June 2024