

## **ALDERHOLT PARISH COUNCIL GENERAL EXPENSES POLICY**

It is the responsibility of Members and Officers to ensure that all claims are correct and capable of being validated.

### **Travelling for approved duties which fall outside of the Parish Boundary.**

- 1) By Public transport- the actual fares paid (receipt required)
- 2) Members' Private vehicles - The travel allowances to be based on H M Revenue and Customs mileage rate currently of 45p per miles with a motor cycle rate of 24p per mile.
- 3) Passenger payments – up to 5p per mile per passenger (up to a maximum of four) to be claimed only for passengers who would otherwise be eligible for travelling allowance - where appropriate for environmental consideration.
- 4) Bicycle – 20p per mile - where appropriate for environmental consideration.
- 5) Payment of associated car parking charges (Car parking fines or any fines incurred on the journey WILL NOT be paid)

### **Points to note;**

1. If a Member or Officer has a travel or expense claim that falls outside of this scheme will be required to obtain an authorisation through a resolution passed at a Council or committee meeting prior to the event. e.g. Travel by Taxi
2. If a Member or Officer has no other means of attending an approved duty, Travel Payments can be made to a non-member/officer who provides the transport, based on the private vehicle rate above and on a pro rata basis if anyone else in the vehicle (including the driver) is also attending the meeting.
3. The total amount of annual claims must be within the annual budget for travel allowances which should be reviewed each November for the following year.

### **Approved Duties - Travel must be to a venue outside of the village Boundary**

1. Duties undertaken in connection with the discharge of any function/duty of the Council which has previously been agreed by the Council
2. Attendance at any meeting of an Association or Authority of which the Parish Council is a member
3. Attendance at any meeting of Dorset Council relevant to this Council
4. Attendance at seminars or briefings to which all members of the Council have been invited
5. Attendance at training courses

### **Other Expenses**

- 1) Payments through receipted expenditure only, previously approved by resolution of the Council
- 2) Photocopying to be organised through the office unless previously approved by resolution of the Council
- 3) All members on email (upon request) to receive 2 ink cartridges and 2 reams of paper per financial year from the Clerk

### **Claims**

- 1) Claims must be made on a monthly basis.

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- 2) When submitting claims electronically, VAT receipts for fuel, car park tickets/receipts and those for public transport and subsistence must be retained by the individual member and be made available for verification upon request. In the case of claims submitted on a claim form, these should be attached.

<b>Date</b>	<b>Min</b>	<b>Action</b>
22/09/08	P&F 21/08	Adopted
16/05/11	PC 78/11	Amended - Mileage Allowance increased to 45ppm
23/02/15	P&F 07/15	Reviewed – no change
13/05/19	PC 66/19	Reviewed – amended allowance to Expenses, order amended, reworded EDDC/DCC to Dorset Council and delete ref to EDDC Allowance Scheme.
11/10/21	PC 125/21	Reviewed. Amended and added bicycle/passenger payments, title changed to 'General Expenses Policy' – applicable to Members and Officers.