



Uttoxeter Rural Parish Council

Expenses policy

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1 Purpose

- 1.1 It is the policy of Uttoxeter Rural Parish Council to reimburse its employees and councillors for expenses incurred in performing the duties required by the council.
- 1.2 This policy outlines the type of expenses that can be reclaimed from council and the procedure for doing this.

2 Scope

- 2.1 This policy applies to all employees and councillors of Uttoxeter Rural Parish Council hereby known as 'role holders'.
- 2.2 This policy refers to expenses in relation to travelling on council business, attending training or meetings on behalf of the council and stationary

3 Authorised activities

- 3.1 Expenses claims will be considered for the following activities:
 - travelling and associated travel expenses on journeys on council business that are outside the Parish;
 - travel to and from training sessions held by Staffordshire Parish Council Association and other approved organisations, which are outside the Parish;
 - other activities carried out in the performance of duties that are outside the Parish.
 - stationary used to carry out council business.

4 Method of travel

- 4.1 Role holders should travel outside the Parish, by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.
- 4.2 Travel by car will be reimbursed at the HMRC approved rate of travel, currently 45p per mile. Councillors cannot claim mileage for travel within the Parish. For employees, mileage can be claimed within the Parish, as well as outside the Parish, with claim starting from place of work (Home address).
- 4.3 All rail travel shall be by cheapest standard fare available.
- 4.4 Taxis shall only be used when essential and agreed in a meeting beforehand.
- 4.5 Role holders using their own vehicle should ensure that the vehicle is in good working order, fully insured, taxed and with a MOT.

5 Subsistence

- 5.1 Role holders may claim for the costs of meals and beverages reasonably purchased when travelling on council business, outside the Parish. This is intended to reimburse the role holder for additional expense as a result of having to travel on council

business.

- 5.2 Subsistence claims shall not exceed the rates in the Parish Council members' allowance scheme set out in 5.4.
- 5.3 Personal incidental expenses cannot be claimed.
- 5.4 Rates - £5 per meal, including drink – Printer Ink - £50 per 6 months – Printer paper - £20 per 6 months.

6 Professional subscriptions (employees only)

- 6.1 The cost of the annual subscription for professional bodies whose activities are directly relevant to the employee's duties can be claimed.

7 Eye tests and spectacles (employees only)

- 7.1 Uttoxeter Rural Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (amended 2002).
- 7.2 Council will contribute to the cost of an eye test (up to £25) every two years for employees that use display screen equipment for a significant part of their working day on council business.
- 7.3 The eye test should be conducted by a suitably qualified optician.
- 7.4 If an eye test reveals that spectacles are required for DSE work, council will contribute £75 towards the cost of basic spectacles. Council will not contribute towards the cost of spectacles with any element of everyday use. The spectacles must be prescribed for DSE use.

8 Miscellaneous expenses

- 8.1 Other incidental expenses incurred by employees that are not covered by these rules should be discussed with the Chairman to council before any expense is incurred.
- 8.2 The chairman of the council should be notified if the clerk to council incurs any incidental expenses.

9 Procedure

- 9.1 All expense claims must be made on the claim form (appendix a).
- 9.2 All original receipts should be attached.
- 9.3 The completed expense claim form should be given to the clerk for processing. The clerk will review all claims submitted. If satisfied that the claims are allowable, they will be approved by Council and recommended for payment at the next suitable meeting of council.
- 9.4 The clerk to council should present completed expense forms to the Staffing Committee for the Council for approval by the respective chairman.

10 Abuse of this policy

- 10.1 Any abuse in the application of this policy by employees will be dealt with in accordance with council's disciplinary policy and procedures. This may result in disciplinary action being taken.
- 10.2 Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.
- 10.3 Any abuse or allegations of the abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by councillors may result in referral to the monitoring officer as a contravention of the members' code of conduct.

11 Responsibilities and review

- 11.1 The Parish Council is responsible for reviewing this policy. This policy will be reviewed on a biennial basis or in response to changes in the law.

Date Last Ratified/Approved	Version Number	Revision/Amendment made/section	Next Review Date
05.04.2022	1	Policy Adopted	Annual
03.05.2022			May 2023
16.05.2023		Council voted to increase the Ink allowance from £30 to £50 per claim and the paper allowance from £3 to £20 per claim	May 2024

Appendix A

Expenses Claim Form

<https://utttoxeterruralparishcouncil.org.uk/>

Name		Date	
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Journey from / to (outside Parish)	Purpose of Journey	Date	Miles claimed	Amount 45p per mile

Other Expenses - (Please attach receipts for all stationery and miscellaneous expenses)			
Stationery items	Dates	Details	Amount
Miscellaneous	Dates	Details	Amount
Total Amount of expenses requested:			£

Signature		Approved	
		Chairman of meeting	
Name		Date of Meeting	

Payment Made	Date	
	Cheque Number	