



# EXPENSES POLICY

Adopted: - 01/07/2024

Minute:- APCM/2425/49

Next Review (Annually)

## 1. Introduction.

- i. This policy is to enable Equality & Inclusivity.
- ii. Alston Moor Parish Council will make reimbursement for all or some of the expenses the Chairman or Councillors, Clerk, and other staff, when incurred in performing the duties required by the Council.
- iii. The policy sets the entitlements and process for claiming expenses.

## 2. Process.

- i. All expense claims must be submitted using the Alston Moor Parish Council Expenses Claim form and where possible be accompanied by receipts.
- ii. All expenses claims will be submitted to the clerk who will have delegated authority to agree the expenses and raise electronic bank payments to recipients, all payments will be scrutinised by bank signatories.
- iii. In the case of expenses claimed by the clerk the claim form will be scrutinised and considered by the Chair of the parish. The clerk cannot approve their own expenses.
- iv. No expenses will be reimbursed in cash.
- v. False claims: If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from the claimant. The Council may withhold payment where insufficient supporting documents have been provided. Where payment has been made prior to the discovery that the claim was not legitimate or correct, the parish council will seek reimbursement to the value of that claim. Any abuse of the Council's expenses policy will not be tolerated.
- vi. This is a non-contractual procedure which will be reviewed from time to time.

### **3. Travel Expenses.**

i. Use of personal vehicle: Any use of a private vehicle on parish council business is subject to the claimant:

- holding a full UK driving licence.
- ensuring that that their vehicle is roadworthy and fully registered; and
- holding appropriate motor insurance.

The Council accepts no liability for any accident, loss, damage, or claim arising out of any journey that is made on council business. The Council will not pay for the cost of any insurance policy on a private vehicle.

ii. Claims for petrol expenditure, should set out the distance of the journey undertaken on the expenses claim form.

The Council will pay a mileage allowance of **[45p]** per mile for mileage under 10,000 miles and **[25p]** per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs.

### **4. Councillor's Expenses.**

i. Parish Councillors can claim reimbursement of all mileage, hospitality, and home printing costs when incurred necessarily in performing the duties required by the Council. Other expenses can also be claimed at the discretion of the Clerk if incurred necessarily in performing the duties of officer or required by the Council.

ii. Printed is limited to 1 ream of copier paper & 1 black ink cartridge per financial year.

**Alston Moor Parish Council – Expenses Claim Form**

**Name:**

**Travel Expenses:**

<b>Date incurred</b>	<b>Duty AMPC business</b>	<b>Authorisation</b>	<b>No. miles (45p/mile)</b>	<b>Parking costs attach receipt</b>

**Other Expenses:**

<b>Date incurred</b>	<b>Duty AMPC business</b>	<b>Detail of expense</b>	<b>Amount (£)</b>

**Total amount claimed £ .....**

**Signed .....**

**Clerk / RFO signed .....**