



Lostwithiel Town Council

Policy for the Reimbursement of Expenses

Minute Reference 081/21 – Tuesday 6 July 2021

This policy will be reviewed at least every four years and proposed amendments shall be submitted to the Town Clerk for approval.

1. General

It is the policy of Lostwithiel Town Council to reimburse travel costs and other necessary expenses incurred in connection with the business of the council to its officers, councillors and non-councillor members of council committees (“lay members”), provided that the expenditure is incurred outside of the Parish boundary and with the prior consent of the council in connection with an approved duty and claimed in accordance with this policy.

Any attempt to claim expenses in breach of this policy may be a breach of the relevant code of conduct.

2. Approved duties

An expenses claim will only be valid where it relates to actual expenditure that is incurred wholly and exclusively in connection with approved duties relating to the business of the council. Approved duties for which reimbursement will be considered under this policy are:

- Attendance at approved conferences, seminars and training courses
- Attendance at meetings, committees or panels of outside bodies when nominated by the council to attend to represent the Council.
- Attendance at receptions, visits or other functions when nominated by the council to attend to represent the Council.
- Any other function, duty or activity mandated by the council in advance.

3. Consent of the Council

The prior consent of the council must be obtained before any expenses relating to an approved duty are incurred. Failure to do so may result in the expenses not being reimbursed.

Where it is not possible to secure the consent of the council in sufficient time before the expenses need to be incurred, consent should be obtained from:

- the Town Clerk (for any councillor, lay member or officer)
- the Mayor & Deputy Mayor (for the Town Clerk).

4. Travel costs

All travel should be made by public transport whenever practicable.

Travel undertaken by council officers should be made in line with the council's 'Vehicle Policy & Use of Mobile Phone Policy'.

Rail travel

All rail travel shall be by the cheapest standard class fare available. Where possible, rail travel should be booked by the council office with as much notice as possible to make full use of any discounted rates.

Taxi travel

Taxis shall only be used when essential e.g. urgency, awkward hours, transport of baggage, too dangerous to use public transport etc. A brief written explanation of why taxi travel was appropriate must be submitted with the expenses claim form for consideration.

Car travel and parking expenses

Officers, councillors and lay members requiring the use of their own motor vehicle for approved duties will be eligible to receive mileage allowance for the use of their vehicle only after being so authorised by the council. Travel by car will be reimbursed at the current HMRC approved mileage rates. An additional allowance of 25% of the

claimed amount will be paid where the car user carries one or more additional passengers also on council business.

A claim for any necessary parking costs may also be made, provided it is supported by a receipt or display ticket.

Officers, councillors and lay members are responsible for ensuring that their vehicle is adequately insured for carrying out council business and is legal and roadworthy.

The Council appreciates that a member or officer with a disability may not be able to comply with all of the requirements of this policy and to insist on compliance would be unfair and unreasonable. Any application for a dispensation from this policy for reasons of disability (e.g., a member or officer unable to use public transport due to disability) should be made to the Town clerk who will make a decision based on the circumstances of the member/officer concerned.

5. Subsistence

Expenses relating to meals, drinks or other refreshments will not be reimbursed, except in exceptional circumstances. A written explanation of why such expenses should be reimbursed must be submitted with the expenses claim form for consideration.

6. Hotel accommodation

The cost of hotel accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impracticable to attend the approved duty without staying over the previous night i.e., where a journey would have to start from home before 5.45am. In all circumstances, hotel accommodation must be arranged through the council office with as much notice as possible in order to secure best value and to make full use of any discounted rates.

7. Other necessary expenses

Councillors or lay members: other claims for necessary expenses relating to the business of the council may include (but are not limited to):

- Plants for council owned displays
- Outdoor sundries paint, padlocks
- Library sundries i.e., milk, colouring pencils, book bags

Council officers: other claims for necessary expenses relating to the business of the council are not to be made without the prior consent of the RFO/Town clerk. The Town clerk approves expenditure in accordance with Council policies.

8. Submission of expenses claims

All expenses claims must be submitted in writing using the claim form attached to this policy at Annex A. A supporting receipt for any expense claimed must be attached to the claim form in all cases where these are normally obtainable. Unreceipted expenditure may not be reimbursed. In the event that a receipt cannot be obtained, then a brief written explanation of why a receipt was not obtained must be submitted with the expenses claim form for consideration.

All claims must be made within three months of being incurred. If an individual fails to submit a claim for a particular item after this period, the council may refuse to reimburse the expenditure.

9. Payment of expenses

Claims for expenses will be considered at the next appropriate meeting of the full council.

Payment will be made by cheque payable to the individual making the claim.

10. Records

It is important that all members and officers keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC.

Annex A

Lostwithiel Town Council

Expenses Claim Form

All details for each claim must be completed on a separate line. All claims must be supported by a receipt and other relevant documentation.

Full name:	
Role:	

Mileage claims

Date of travel	Description e.g. purpose	Travel from	Travel to	Number of miles (total)

Other travel claims

Date of expense	Description e.g. purpose	Travel from	Travel to	Type of expense e.g. train, taxi, bus	Cost of expense

All other claims e.g. out of pocket expenses

Date of expense	Description e.g. purpose	Type of expense e.g. accommodation, parking, tolls	Cost of expense

By signing this claim form you confirm that:

- The expenditure stated was incurred wholly and exclusively in connection with approved duties undertaken in connection with the business of the council
- The expenditure was incurred within the last 3 months
- All relevant documents including receipts are attached

Signed		Date	
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Completed forms should be submitted to the Town Clerk with accompanying receipts.