



Wansford Parish Council

EXPENSES POLICY

1. Introduction

- 1.1 Wansford Parish Council will make reimbursement for all or some of the expenses the Clerk, Chairman and Councillors may incur in performing the duties required by the Parish Council.
- 1.2 All expense claims must be submitted using the Travel and Expenses Claim form and accompanied by receipts.
- 1.3 All claims will be submitted to the Parish Council for authorisation at its monthly meeting.

2. Clerk's Expenses

- 2.1 The Clerk can claim the following expenses:
 - 2.1.1 Travelling and associated travel expenses on journeys on council business to include mileage at current National Joint Council for Local Government Services: England, Wales and Northern Ireland (NJC) rates and parking.
 - 2.1.2 Subsistence which may include overnight accommodation and meals incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.
 - 2.1.3 Small purchases such as postage or supplies in accordance with Financial Regulations.

3. Councillor's Expenses

- 3.1 Parish Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish:
 - 3.1.1 Travelling and associated travel expenses on journeys on parish council business to include mileage at current NJC rates and parking.
 - 3.1.2 For the purpose of making mileage claims, parish councillors are permitted to claim for "allowable journeys" only – made with the prior approval of the Parish Council.
 - 3.1.3 All claims are to be submitted promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.
- 3.2 Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Council.