

# **Aubourn and Haddington Parish Council**

## **Expenses Policy**

Aubourn and Haddington Parish Council will reimburse any expenses actually and necessarily incurred by the Clerk, the Chairman or Councillors in performing the duties required by the Council.

### **1. Staff Expenses**

The staff will be allowed to claim the following expenses.

- travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- 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. Councillor Expenses**

Councillors may be reimbursed for expenses for travel and subsistence on Council business outside the Council's area:

- travelling and associated expenses on journeys on Council business, to include mileage not exceeding current NJC rates and parking.
- for the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only and should have been made with the mandate and prior approval of the Council.
- all claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt and other information sufficient to verify the claim.

The rates of the allowances in respect of travel shall be as follows:

- All Vehicles: HMRC non-profit making rate (currently 45p per mile)

Policy adopted: 05 September 2023

Review: as necessary