

West Dereham Parish Council

TRAVEL & EXPENSES POLICY

Policy Statement

No employee should be placed at financial disadvantage as a result of travelling whilst performing their work for West Dereham Parish Council. Equally there should be no financial gain from travelling for work purposes on behalf of West Dereham Parish Council. The procedure outlined below should be followed when claiming expenses.

- The Parish Clerk will be reimbursed for travel to and from West Dereham assuming that no part of the journey includes travel for other business. In this eventuality the costs will be shared.
- All travel claims should be supported by dates and purpose of journey.
- Travel expenses to be paid at the current National Joint Council rate of 0.45p per mile.
- Expenses to be claimed monthly at the end of the month in which incurred.
- Clerk to ensure that their insurance policy covers them for business purposes.
- Clerk is responsible for any fines, penalties or accident claims incurred whilst driving on West Dereham Parish Council business.
- Expenses for sundry stationery items and postage (in accordance with WDPC budget allowances) to be itemised and presented, with receipts, at each PC meeting.