**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 (‘the Council’). Equally there should be no financial gain from travelling for work purposes on behalf of the Council. The procedure outlined below should be followed when claiming expenses.

* The Parish Clerk (or Locum 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 with prior approval by the Council.
* 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.
* The Parish Clerk (or Locum Clerk) should ensure that their insurance policy covers them for business purposes.
* The Parish Clerk (or Locum Clerk) is responsible for any fines, penalties or accident claims incurred whilst driving on Council business.
* Expenses for sundry stationery items and postage (in accordance with the Council’s budget allowances) to be itemised and presented, with receipts, at each PC meeting.
* Printing costs per page/side at a rate agreed with the Council. Any other associated costs are deemed to be covered within the monthly salary payment.

**Councillors Expenses**

Parish Councillors carry out their duties on a voluntary basis, making no charge for their time, stationery, phone calls or mileage. However, if in the course of carrying out Council business mileage costs were requested they would be paid at the current NJC rates.

Councillors may be reimbursed for purchases made on behalf of the Parish Council providing the purchase has received prior approval by the Council.