

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 work primarily from his or her home and is expected to travel to and attend monthly Parish Council meetings, Extraordinary Parish Council meetings and the Annual Parish Meeting.
- The Parish Clerk travel costs will be reimbursed for attending additional Parish Council related appointments and training sessions and assuming that no part of the journey includes travel for other business. In this eventuality the costs will be shared.
- Car Parking charges incurred on Parish Council business may be reclaimed
- 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. A passenger on a work journey can be claimed at 5p per mile.
- Expenses to be claimed monthly at the end of the month in which incurred.
- Clerk to ensure that their vehicle insurance policy covers them for business purposes and that it is roadworthy and has the required documentation (business travel insurance, MOT and vehicle tax).
- 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.