

HALWILL PARISH COUNCIL

Expenses Form

Claimant:		Vehicle Details (where mileage is being claimed)	
		Make:	
Claim Date:		Engine Size:	

Travel Expenses		
Date Incurred	Detail	Mileage Claimed/ Public Transport Costs Incurred

Incidental Expenses (Accommodation / Subsistence)		
Date Incurred	Detail	Cost

Administration Expenses		
Date Incurred	Detail	Cost

Totals	Mileage:		At [] ppm	£
	Public Transport:			
	Incidental:			
	Administration:			
	Claim Total:			

Claimant Signature I certify that the claimed expenditure was necessarily incurred in the performance of approved Council duties	Authorising Signature

REIMBURSEMENT OF EXPENSES

1. Halwill Parish Council reimburses members and employees of the Council, its committees, sub-committees and working groups for training and expediting the work of the Council for costs necessarily incurred. Co-opted members are also entitled to have their expenses reimbursed.
2. Claimants are asked to make all possible use of reduced fare arrangements such as day returns etc. The cost of first class travel is not reimbursed. The mileage rates for car travel are in accordance with the NALC/SLCC recommendations staff rates.
3. Where overnight accommodation is essential for discharging duties it may be reimbursed at cost. In view of the widely varying rates for accommodation, no fixed rate is adopted but claimants are asked to exercise due economy.
4. Reimbursement of the cost of meals en route and during stop-overs can be made but again claimants are asked to exercise due economy.
5. Any queries about the reimbursements of expenses should be taken up with the Parish Clerk

Councillor and Member Allowances

In respect of travel and subsistence arising from those approved duties set out within this scheme

(a) Travel Allowances:	45p per mile all fuels
	5p per mile per passenger carried (payable to the driver – maximum of 4 passengers per journey)
	35p per mile for motorbikes
	20p per mile for bicycles
(b) Subsistence Allowances:	Breakfast £6.15
	Lunch £8.50
	Tea £3.34
	Dinner £10.52

All claims for subsistence must be accompanied by a receipt. The maximum allowance will only be paid where the cost of subsistence is equal to, or greater than, the maximum allowance.

Staff Allowances

In respect of travel and subsistence arising from those approved duties will be reimbursed in accordance with current National Joint Council for Local Government Car Allowances for Local Council Clerks