



# BEXHILL-ON-SEA TOWN COUNCIL TRAVEL and EXPENSES POLICY

Adopted 9<sup>th</sup> June 2021

## 1. Introduction

- 1.1. This policy applies to the Town Clerk and all Members of the Council.
- 1.2. The policy provides a framework to show how the Town Clerk and Councillors can claim and be reimbursed for reasonable and authorised expenses that are incurred during their normal course of work, or in executing their duties as a Member of the Council.

## 2. Expectations

- 2.1. The Town Clerk and Members are expected to:
  - Behave honestly, responsibly and within the guidelines of this policy;
  - Submit expenses claims within reasonable timescales, on the currently approved forms and provide enough information to explain the need for the expense, and
  - Keep all receipts and provide VAT receipts (where appropriate) to allow the Council to reclaim the VAT.
- 2.2. The Council will:
  - Check claimed expenses are authorised in line with this policy and
  - Approve and pay legitimate claims promptly.
- 2.3. If the Town Clerk or Member fails to comply with this policy, this may delay reimbursement or cause claims to be rejected. In the case of the Town Clerk persistent or deliberate non-compliance may result in disciplinary action in the case of a Member this may result in detailed investigation and possible referral to the appropriate Monitoring Officer.

## 3. Travel related claims

- 3.1. The council has followed the guidance of HM Revenue and Customs in setting the following travel related expense rates:
  - Private car mileage – 45p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
  - Additional passenger mileage in a private car – 5p per mile per passenger
  - Motorcycle mileage – 24p per mile
  - Bicycle mileage – 20p per mile
  - Rail or bus fare – reimbursement of cost (standard class) as shown on ticket
  - Parking – reimbursement of cost as shown on ticket (only if no free parking is available within reasonable walking distance)
- 3.2. In the case of the Town Clerk mileage claims should only be made for travel previously authorised by the Council, and in the case of attending authorised meetings claimed for the distances in excess of normal 'travel to work', from the Clerk's home (normal place of work) to the village halls (normal place for Council/committee meetings). Members cannot claim mileage for travel between home and location of Council meetings.
- 3.3. The Council will not, under any circumstances, reimburse the Town Clerk or Members for penalty fines incurred due to speeding, unsafe driving or any other motoring offence, or for parking fines.

## 4. Other expenses claims

- 4.1. The following expenses are acceptable and the Town Clerk and Members will be reimbursed for them provided they have been authorised in advance:
- Overnight accommodation and sustenance where required for attendance at a Council related event;
  - Professional membership fees and
  - Office consumables, such as ink and paper, and other expenses such as postage, incurred in the performance of Council business.

## 5. Claims process

- 5.1. The Town Clerk and Members must fill out the currently approved Expenses Claim Form promptly after incurring expenses (and no later than 3 months after the claim date) and submit for approval.
- 5.2. The council is responsible for checking the claim complies with this policy and includes receipts (where applicable). Once the council is satisfied the Chairman of the Council will sign the form, thereby authorising the payment to be made.
- 5.3. Payment will be made direct to the Town Clerk via the payroll to their nominated bank account. In the case of a Member, payment will be by cheque or bank transfer duly signed by two other nominated signatories.
- 5.4. If the Town Clerk or Member is unsure whether a claim is likely to be acceptable they are advised to seek clarification by putting a request to the Finance and General Purposes Committee (for the Parish Clerk) or Council (for a Member) prior to incurring the expenses.
- 5.5. In the case of unexpected or emergency expenses, these must be reported to the Council at the next meeting and will normally be paid if covered under 4.1 above.