

BILLINGBOROUGH PARISH COUNCIL

Payment of expenses to Council members

This policy was adopted by the Council at its Meeting held on 10/05/2022 and last reviewed in March 2026.

1. Travelling.

Councillors, including co-opted councillors, may claim travel expenses when attending **previously approved face to face training courses**, or other **previously approved duties**. *Previously approved duties means doing anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.*

Travelling expenses will be reimbursed at the amount of45.....p per mile*, if using a private vehicle, or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport. **Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.**

2. Items purchased specifically at the direction of the Council.

These will only be reimbursed subject to the prior agreement of the council and on production of a valid receipt.

Any expenses incurred as per 1 and 2 above must be processed as follows:

Claims shall only be made by **EMAILING** or **POSTING** to the Clerk, the following details:

1. Details of what the expense is for.
2. The date it was incurred.
3. A request to have the value of the claim reimbursed to a bank account previously notified, or details of the account no and sort code of the bank account to which the reimbursement payment should be made, if either no bank account details have been previously provided, or a different bank account to the one previously provided is to be used.
4. A valid receipt. (See below)

Receipts -in order for receipts to be valid, Members must endeavour to:

1. Obtain a VAT receipt **IN THE NAME OF THE COUNCIL**.
2. Only the items being claimed for, should be included on the receipt.
3. This receipt should be passed to the Clerk, together with the claim for reimbursement.

4. Other expenses

Reimbursement of any other expenditure will only be by prior agreement with the council.

5. Member's allowances

Billingborough Parish Council does not pay any basic members' allowance to elected councillors.

- *The rate for travelling expenses for members shall be set in accordance with the procedures stipulated in The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021)*