



Nailsworth Town Council

Expenses Policy

Nailsworth Town Council will make reimbursement for all or some of the expenses incurred by Councillors and Staff when performing the duties required by the Council. In general, reimbursement will be made only on the production of original receipts or invoices. The expense claim form EC1 should be used only for incidental expenses, normally incurred when travelling on Council business. It should not be used for the purchase of equipment or supplies.

Expenses that may be reimbursed

The list of expenses allowed and the current rates are below.
This will be reviewed by council annually.

Expense authorisation

All expense reimbursement will be made with the mandate and prior approval of the Council.

Expenses may be authorised by:

- Full Council
- Committee for business that falls under that committee
- Mayor and Clerk

Expense Claims

All expenses are to be claimed via the authorised expenses form attached EC1.
Copies can be obtained from the Town Clerk

If a payment is made in advance of an event and that event is subsequently cancelled any monies received must be paid back to the Council.

Expense Reimbursement Allowed:

1) Public transport - incurred solely whilst undertaking council business outside the parish

2) Mileage

Mileage may be claimed at current HMRC rates for mileage incurred solely whilst undertaking council business outside the parish

Car	45p per mile
Bicycle	20p per mile

3) Parking charges incurred solely whilst undertaking council business outside the parish. Penalty charges may not be claimed

4) Agreed training course fees

5) Phone calls – only on production of itemised phone bill



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Policy Title:	Expenses Policy		
Version, Date and Change History:	Version 1.0	17 th November 2015	Approved policy
	Version 2.0	6 th July 2016	Reviewed
	No change	19 th June 2018	Approved
	Review Date	Sept 2019	
Author	Katherine Kearns Town Clerk		



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EC1 - Expenses Claim Form

Date of Claim	
Name of Claimant	
Position	

Expenses Items

Date	Item	Reason	Amount	VAT
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			Total	£

Mileage

Date	Location From	Location To	Miles	Rate*	Total	
					£	
					£	
					£	
					£	
					£	
					£	
					£	
					£	
					Total	£

* Mileage rates as per current NTC Expenses Policy Rate

Authorisation

Signature of Claimant		Totals
Date	Total Expenses Claimed	£
	Total Mileage Cost Claimed	£
Reimbursement Authorised By		Reimbursement Total
Date		£