



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 and must be submitted by 8th day to be paid that month.

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			Last updated by
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	
		Version 3.0	2 nd February 2021	Approved minute 2020/169	Deputy Clerk KT
		Review Date: Sept 2022			
Author		Katherine Kearns Town Clerk			



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EC1 - Expenses Claim Form: please fill in the boxes in **bold**

Date of Claim		Position	
Name of Claimant			
Bank account		Sort code	

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		