



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 |
| | | Version 4.0 | 7 th March 2022 | | |
| | | Review Date: March 2023 | | | |
| 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 | | |