

Members, Officers and Volunteers Expense Policy

1. The payment of expenses is on the basis that the expense is wholly necessarily and exclusively for the Member, Officer or Volunteer to fulfil his/her duties, unless previously authorised by Council.
2. Completed Expenses Claim forms, must be submitted to the Chief Officer within two months of the expense being incurred.
3. For travel by car, reimbursement will be in accordance with HMRC guidelines.
4. Car parking will be reimbursed, at cost, on production of a valid car parking ticket for the journey involved.
5. Subsistence may be claimed when fulfilling duties in relation to Town Council events, outside of office working hours. Subsistence will be reimbursed, at cost, on production of a valid receipt up to the value of £20.00 and at the discretion of the Chief Officer.