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

Policy Title:		Expenses Policy			Last updated by
Version, Date and Change History:		Version 4.0	7th March 2023	Approved Minute 2022/211	Locum Clerk RW
		No change	6th March 2024	Approved Minute 2023/212	Deputy Clerk
		Review Date:	March 2025		
Author		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		**£**