



## **LISS PARISH COUNCIL EXPENSES POLICY - COUNCILLORS**

### **1. GENERAL PRINCIPLES**

It is the policy of Liss Parish Council (“LPC”) to reimburse LPC Councillors for expenses incurred in performing their duties, such as travelling on LPC business and attending training or meetings on behalf of LPC, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

All expense claims must be submitted using the Expenses Claim Form and accompanied by receipts.

### **2. AUTHORISED DUTIES**

Expenses claims will be considered for the following activities:-

Travelling and associated travel expenses on journeys on authorised LPC business

Travel to and from authorised training sessions, conferences etc held by approved organisations

Any other activity undertaken in performing authorised duties

### **3. METHOD OF TRAVEL**

LPC Councillors should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.

Travel by car will be reimbursed at current National Joint Council rates and reasonable parking will be paid. Car sharing is encouraged.

LPC Councillors will be expected to take the most environmentally sustainable form of travel where practical and cost effective

All rail travel shall be by the cheapest standard class fare available.

Taxis shall only be used when essential.

Where an LPC Councillor uses their own vehicle they should ensure that the vehicle is in good working order, suitably insured\*, taxed and MOT'ed.

\* Normally this would require insurance for business purposes

#### **4. SUBSISTENCE**

An LPC Councillor may claim for the costs of meals and beverages reasonably purchased when travelling on LPC business. This is intended to reimburse the LPC Councillor for additional expenses incurred while travelling for LPC business.

Personal incidental expenses cannot be claimed.

#### **5. PROCEDURE**

All expenses claims must be made on the Expense Claim Form with receipts attached as appropriate. Expense Claim Forms are available from the LPC office.

All receipts should be originals.

It is important that LPC Councillors keep full records of expenses claimed and the reasons the expenses were incurred so LPC can provide appropriate evidence, if requested, to HMRC. In respect of car travel, LPC Councillors should keep a log showing where journeys commenced and ceased and the number of miles travelled.

The completed and signed form, with receipts attached, should be given to the Clerk for processing.

The Clerk (or other designated officer) will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and paid.

If the LPC Councillor fails to submit a claim within three months of the duty when the expense was incurred, LPC may, at the discretion of the Clerk, refuse to reimburse the expenditure.

## **6. REIMBURSEMENT**

Expense claims are processed by the Responsible Finance Officer, when reasonable and practical, and paid within 28 days unless circumstances require payment sooner.

## **7. MISCELLANEOUS EXPENSES**

There may be other incidental expenses incurred by LPC Councillors that are not covered by these which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the Clerk prior to incurring the expense.

## **8. ABUSE OF THIS POLICY**

Any abuse or allegations of the abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim by LPC Councillors may result in referral to the Standards Process as a contravention of the Members Code of Conduct.

“Falsification” includes the failure to pass on any discount obtained in the course of incurring an expense.

## **9. REVIEW**

Approved by Liss Parish Council on 16<sup>th</sup> December 2024.

To be reviewed in 3 years, or sooner should guidance dictate.

**Liss Parish Council – Expenses Claim Form**

**Name:**

**Travel Expenses:**

Date incurred	Duty LPC business, training sessions, conferences, other approved duties	Location Postcode	Authorisation Committee, duty or responsibility	Motor Mileage Rates		Parking costs <i>attach receipt</i>	Rail / Bus fare <i>attach receipt</i>
				No. miles (45p/mile)	Car sharing (5p/mile) <i>please name</i>		

**Other Expenses:**

Date incurred	Duty	Detail of expense	Amount (£)

**Total amount claimed £ .....**

**Signed .....**

**Clerk / RFO signed .....**