

Travel and Subsistence (Expenses) Policy

Approved by Council Minute **128/18/19** - Full Council 29th October 2018

It is Council's policy that neither a member of staff nor a Councillor should bear the cost of providing services that are the responsibility of Council and for which appropriate approval has been received in advance. Equally, Council requires such expenditure to be minimised to the extent compatible with the efficient execution of Council's business and the proper use of public money.

Prior approval for incurring expenditure

For staff, the written approval of the line manager is required. In urgent circumstances, approval may be oral but must be confirmed in writing.

In carrying out their duties, some councillors may not be in a position to consider volunteering, at their own expense, to travel outside the parish to undertake Council's business. In such cases, either the Chair or Vice-Chair must give their written authorisation.

All claims for reimbursement must be supported by original receipts where appropriate.

Travel

This Council's policy reflects that of Cheltenham Borough Council in reimbursing travel expenses only for travel outside the parish, and of government in general, where home to place of work travel is not recompensed. When making a journey outside the parish, e.g. to a training course, it is expected that the most economical form of transport will be used by anyone claiming travel expenses. For staff, this will not necessarily be public transport if the cost of staff time would be disproportionate when making a journey by that means. The cost of approved journeys by public transport will be refunded, and where public transport is unavailable or would be an inefficient use of time, a car mileage allowance will be paid at the current approved government mileage rate. Parking charges (but not parking fines) while on Council business, will be refunded.

Subsistence

If necessary, staff may claim any additional cost of meals, incurred while on Council's business. In the unlikely event of overnight accommodation being required, the full details of any proposed expenditure must be agreed before any booking is made.

Councillors will be reimbursed for the cost of a meal only where it is necessary to host a guest while on approved Council business. Councillors will, generally, not be required to undertake Council business that requires overnight accommodation. In any exceptional

case, the full details of any proposed expenditure must be agreed with the Chair or Vice-Chair before any booking is made.

Allowances

Whilst the policy of not paying an annual allowance to Charlton Kings Parish Councillors is retained, the Council has, in recent years, introduced efficiency savings that, instead, require Councillors to shoulder the costs of certain activities. A particular example is the requirement to either use a portable computer (laptop or tablet) and/or to print off meetings papers from the website. This is costly and councillors may, should they choose to, submit an annual claim for a stationery allowance of £50 (to cover the cost of a cartridge) and receive a ream of paper (to be centrally ordered as part of the office stationery).

These rules should be followed in the context of the Code of Members' Conduct.

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