



## Expenses Policy

### **1. Purpose**

This policy outlines the procedures for claiming and reimbursing expenses incurred by Parish Councillors in the performance of their duties. The aim is to ensure transparency, accountability, and fairness in the reimbursement process

### **2. Scope**

This policy applies to all elected and co-opted Parish Councillors and covers legitimate expenses incurred solely in the execution of Council-related duties

### **3. Principles**

Expenses will be reimbursed only when:

- They are necessary and reasonable.
- They are directly related to the Councillor's role and responsibilities.
- They are supported by valid receipts or evidence of expenditure.

### **4. Eligible Expenses**

The following types of expenses may be claimed:

- Parking costs for attending council approved meetings or events.
- Reasonable costs for meals and non-alcoholic beverages when attending council approved meetings or events.

### **5. Ineligible Expenses**

The following expenses are not eligible for reimbursement:

- Personal expenses not directly related to Council duties.
- Fines, penalties, or parking tickets.
- Alcoholic beverages or entertainment costs

### **6. Claiming Process**

Councillors must complete an Expense Claim Form, detailing:

- Date of the expense.
- Nature and purpose of the expense.
- Amount claimed.

Claims must be submitted within 30 days of the expense being incurred.

Valid receipts or evidence of expenditure must accompany all claims.

Claims will be reviewed by the Clerk and approved by the Chair.

### **7. Payment Process**

Approved claims will be reimbursed via bank transfer

A record of all expense claims and payments will be maintained by the Clerk and made available for audit.

