



# WINDERMERE TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

## Guidance for Members on claiming Travel & Expenses Approved at Council on 9<sup>th</sup> May 2018

1. The Town Council will pay its members allowances in respect of travel & subsistence in the following circumstances:
  - attendance at a meeting at which a Councillor is representing the Council outside of the Parish;
  - attendance at a meeting outside the Parish of any association of authorities of which the Town Council is a member;
  - attendance at a training course outside the Parish booked via the Council;
  - performance of any duty in connection with the discharge of any function of the Council outside the Parish, as directed by the Council.
  
2. The rates at which Travel Expenses will be paid are as follows:
  - Public Transport at ordinary fare, Standard Class or cheapest fare for the journey whichever is the least amount;
  - The mileage rate for travel by car within a 50 mile radius of the Parish will be the maximum permissible by HMRC without giving rise to an element of profit (currently 45p per mile).
  - Longer distance travel by car (above 50miles) will be reimbursed at the cheapest rail fare available for the journey or at a public transport rate of 50% of the car mileage allowance, giving a current rate of 22.5p per mile, whichever is the least amount.
  - Where the use of a taxi is unavoidable, the Parish or Town Council will reimburse the actual cost.
  - If because of a disability Members are driven to a meeting by their spouse/partner it is appropriate for them to claim for double journeys in cases of long meetings. This will avoid the need for their spouse/partner to wait for the duration of the meeting.
  - Passengers - an increase to the mileage allowance of 5p per mile per person (maximum of 4 passengers) where members and officers 'car share' to an approved duty.
  - travel by bicycle and motorcycle to be in accordance with the maximum rates set by HMRC without attracting a tax charge (currently 20p and 24p per mile respectively).
  - Appropriate incidental expenses, e.g. car parking charges, will be reimbursed on the production of receipts.
  
3. The rates at which Subsistence will be paid (on production of receipts) are as follows:

4 to 8 Hours	£9.33
Over 8 but less than 12 hours	£13.34
Over 12 but less than 24 Hours	£25.14
Overnight Stay	Reasonable Actual Expenses
Bed & Breakfast	Reasonable Actual Expenses

