



WINDERMERE & BOWNESS 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 9th 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.

General procedure

- The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake on behalf of the Council. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk.
- Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible.
- Once completed and signed, you should submit your expense claim form to The RFO for inclusion on the orders for payment. Once approved by the Council payment will be made within 30 days.
- Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk. The Council reserves the right to withhold any payment where prior written approval has not been given.
- The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.
- The Council will pay claims for authorised expenses by BACS transfer into the bank account nominated on the form.

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; **Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.**
- 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~~ **25p** 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. **You must obtain a receipt with details of the date, place of departure and destination of the journey.**
- If because of a disability Members are driven to a meeting by their ~~spouse/partner~~ **friend or family member** 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