

# Expenses Policy

Adopted:	26th March 2026
Next Review:	March 2027

## Purpose

This policy is written to clarify when and how to claim travel or other expenses when carrying out the work of Collingham Parish Council.

The aims of the policy are:

- To ensure that any expenses incurred are reimbursed in a fair and timely manner.
- To ensure that costs and expenses are controlled by the Parish Council.

This policy should be read in conjunction with Councillors Allowances Policy.

## Mileage

- The current mileage for use of a private car is 45p per mile up to 10,000 miles in each tax year.
- Mileage incurred on journeys to or from their home to meetings within Collingham cannot be claimed.
- Where there is more than one person travelling to the same venue, unless there are more than four people travelling to that venue the use of more than one car will not be authorised, unless special circumstances dictate that this is not practical in which prior authorisation is required.
- Under no circumstances will the Parish Council pay any fines arising out of Road Traffic offences.
- Councillors and staff are strongly advised to check with their insurance company that they are covered for trips made on behalf of the Parish Council.

## Car Parking

- Car Parking charges will be reimbursed when supported by a car parking ticket or other form of receipt.

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## Sundries

Where refreshments have not been provided by the organisers or significant travel time is required, reimbursement will be made by the Parish Council where a receipt is provided for any purchase made

## How to Claim

- The 'Expenses Claim Form' needs to be completed and passed to the Clerk who will then arrange for the Claim to be authorised at the next Council meeting.
- The form is available at <https://forms.office.com/e/zyztnpYrfw> or paper copies can be requested from the staff.
- Payment will be authorised in accordance with standard Parish Council practice (not by the Councillor making the claim).
- Councillors are reminded that they will need to disclose an interest in the Income and Expenditure item on the relevant meeting's Agenda and will be unable to participate whilst this item is discussed