



# WILLAND PARISH COUNCIL

## Expenses Claim Form

<b>Claimant:</b>		<b>Vehicle Details</b> (Where mileage is being claimed)	
		<b>Type</b> (Car/bike etc.):	
<b>Claim Date:</b>		<b>Car Reg:</b>	

<b>Travel Expenses</b>		
Date Incurred	Detail	Mileage Claimed / Public Transport Cost Incurred

<b>Incidental Expenses</b> (Accommodation / Subsistence)		
Date Incurred	Detail	Cost

<b>Administration Expenses</b>		
Date Incurred	Detail	Cost

<b>Totals</b>			£
	Mileage:		At (    ppm)
			Public Transport:
			Incidental:
			Administration:
		Claim Total:	

<b>Claimant Signature</b> I certify that the claimed expenditure was necessarily incurred in the performance of approved Council duties.	<b>Authorising Signature</b>

## REIMBURSEMENT OF EXPENSES

1. All Councillors, volunteers and employees of Willand Parish Council should familiarise themselves with the Parish Council's Expenses Policy before making a claim.
2. Willand Parish Council reimburses members and employees of the Council, its committees, working groups for training and expediting the work of Council for costs necessarily incurred. Co-opted members also have their expenses reimbursed.
3. Claimants are asked to make all possible use of reduced fare arrangements such as day returns etc. The cost of first-class travel is not reimbursed. The mileage rates for car travel are in accordance with the Mid Devon Remuneration Panel's recommendations and match the current rates in operation by MDDC (Councillors) and NALC/SLCC (Staff) rates.
4. Where overnight accommodation is essential for discharging duties, it may be reimbursed at cost. In view of the widely varying rates for hotel accommodation, no fixed rate is adopted but claimants are asked to exercise due economy.
5. Reimbursement of the cost of meals enroute and during stopovers can be made but again claimants are asked to exercise due economy.
6. Any queries about the reimbursement of expenses should be taken up with the Parish Clerk.

## Councillor Allowances

In respect of travel and subsistence arising from those approved duties set out within this scheme:

(a) Travel Allowances:	45p per mile for the first 10,000 miles
	25p per mile thereafter
	5p per mile per passenger carried (payable to the driver – max4 passengers per journey)
	20p per mile for bicycles
(b) Subsistence Allowances	Breakfast £6.15
	Lunch £8.50
	Tea £3.34
	Dinner £10.52

All claims for subsistence must be accompanied by a receipt. The maximum allowance will only be paid where the cost of subsistence is equal to, or greater than, the maximum allowance.

## Staff Allowances

In respect of travel and subsistence arising from those approved duties will be reimbursed in accordance with current National Joint Council for Local Government Car Allowances for Local Council Clerks.