



EXPENSES POLICY

Introduction

Sancreed Parish Council believes that no employee or councillor should be financially disadvantaged when representing the Council. This policy sets out the rules on how employees and councillors can claim for legitimate business expenses incurred in the performance of their duties for the Council and to ensure that these expenses are treated appropriately for tax purposes.

General Procedure

Expenses will only be paid using an expenses claim form which should be submitted at the meeting immediately following when the expense has been incurred (other than the Clerk who can submit a claim monthly at the end of the month).

Expenses will not be paid unless supporting evidence is provided, together with the 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. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Any mileage costs will be reimbursed at the current HMRC non-profit making rate, currently 45p per mile.

Clerk's Expenses

The Clerk will be able to claim the following expenses when supported by appropriate receipts:

- Stationery, postage and printing costs and other office consumables;
- A reasonable sum to cover the extra costs associated with heating, lighting, etc. for the use of the Clerk's home for Council business. This is currently set at £6.00 per week and will be claimed on a monthly basis. This allowance falls within current HMRC rules to be paid tax-free.
- Any additional premium required by the Clerk's own home insurance provide in respect of the Clerk's private premises being the main place of work;
- The Council will either provide a laptop/personal computer and printer to enable homeworking employees to do their job, or agree a suitable sum to cover use of their own equipment.
- Travelling and associated travel expenses on journeys to Council business, not including the cost of travel between your home and usual place of work, e.g. training courses.
- Any other relevant expenses provided that they have first been approved by the Council.



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Councillors Expenses

Parish Councillors are unpaid and do not receive an allowance. They are entitled to claim the following expense, provided they have first been approved by Council, and are supported by receipts, where appropriate:

- Travelling and associated travel expenses on journeys to Council business, not including the cost of travel between your home and monthly Council meetings, e.g. training courses.

Adopted	February 2024 and then 3 yearly	24-02/17 d) ii.
New review due	February 2027	