

AUCKLEY PARISH COUNCIL

EMPLOYEES TRAVEL EXPENSES POLICY AND PROCEDURES

The Parish Council will reimburse employees for journeys undertaken to fulfil their duties in accordance with their contract of employment (no expenses are claimable for travel to and from home to their designated base other than to fulfil a non- contractual obligation) as outlined below:

1. Normal Business Activities - Clerk

- 1.1 To attend meetings (other than the normal monthly meeting) convened by the Parish Council or agreed by the Parish Council e.g. committee meetings, site meetings with contractors, employees and external agencies.
- 1.2 For the display of notices convening meetings or events within the parish.
- 1.3 For general site visits necessary for the day to day management of the sites.
- 1.4 Costs will normally be claimable from the Clerk's home where the Clerk's base is designated as their home within their contract of employment.

2. Normal Business Activities – Site Supervisor

- 2.1 Journeys between sites within the parish where it is impractical to walk due to the distance involved or the necessity to transport equipment and materials.
- 2.2 For the collection of agreed materials and equipment.
- 2.3 Costs will normally be claimable from the Site Supervisor's designated base currently Riverside Park in accordance with their contract of employment.

3. General Rules for Claiming Business Mileage

- 3.1 Reimbursement will be based on either actual costs incurred which should always be the most cost effective means or car mileage as outlined below: Taxi fares will only be payable when no reasonable alternative means exist.

Type of Vehicle	First 10,000 miles	Above 10,000 miles
Cars and Vans	45p	25p
Motorcycles	24p	24p
Pedal cycles	20p	20p

- 3.2 Where journeys are made when traveling from home indirectly to their base e.g. to collect supplies then the difference between the total journey from home via a destination en-route to base, less the distance from home to base will be payable. Working time will begin at first destination.
- 3.3 Claims should be submitted by the 27th of each month so that expenses can be paid in the same month. Claims after this date will be processed in the next month.
- 3.4 Employees who travel by car need to ensure their insurance covers them for business mileage and that their vehicle is in good working order, fully taxed, insured and with an MOT where applicable.

4. Training Expenses

- 4.1 Travel costs either at the actual cost of public transport or vehicle mileage payable at the rate above 10,000 miles will be reimbursed for agreed training.

Adopted by the parish council on 13 November 2024 (To be reviewed annually in April)