

# COLWICH PARISH COUNCIL



## PD120 TRAVEL AND SUBSISTENCE

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## TRAVEL AND SUBSISTENCE

# Travel and Subsistence – PD120

### Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	December 2019

**This document version was reviewed by:**

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Chairman of Council	W Plant

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### Revision History

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1	December 2019	PD120-01	Initial Issue	NA
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## **TRAVEL AND SUBSISTENCE**

### **1 Policy Statement**

- 1.1 The purpose of the policy is to keep the cost of expenses as low as possible whilst reimbursing Councillors or Officers for necessary and validly incurred expenditure.
- 1.2 It is the Council's policy that Councillors and employees should not be expected to subsidise the Council, and that the Council should promptly reimburse travel and subsistence costs incurred while on Council business, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

### **2 Scope**

- 2.1 This policy covers all Councillors and employees of Colwich Parish Council.

### **3 Expenses**

- 3.1 Expenses claims will be considered for the following activities:
  - 3.2 Members
    - 3.2.1 Mileage will, usually, only be paid for duties undertaken outside the parish boundary including:
      - 3.2.2 Attending conferences, e.g. National Association of Local Councils (NALC)
      - 3.2.3 Attending training courses
      - 3.2.4 Attending meetings at Stafford Borough Council (SBC); Staffordshire County Council (SCC) or Staffordshire Parish Councils Association (SPCA).
      - 3.2.5 Representing the Council at other events/meetings outside the parish boundary as approved by the Parish Council from time to time.
      - 3.2.6 Reimbursement of travel costs within the parish boundary will be permitted on an individual case basis at the Clerk's discretion; exceptional travel costs must be approved by the Chairman of the Council prior to these being paid.
  - 3.3 Officers
    - 3.3.1 Mileage will be paid for all duties undertaken within and outside the parish boundary including:
      - 3.3.2 Attendance at conferences, e.g. Society of Local Council Clerks (SLCC); Association of Local Council Clerks (ALCC); NALC or SPCA.
      - 3.3.3 Attending approved training courses.
      - 3.3.4 Attending meetings of SLCC; ALCC; SBC; SCC or SPCA.
      - 3.3.5 Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the Parish Council from time to time.
      - 3.3.6 Travelling and associated expenses on journeys on Council business;
      - 3.3.7 Travel to and from approved training sessions held by NALC, SPCA, SLCC or other approved organisations, and for any training paid for by the Council.

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- 3.4** Expenses for motor travel will be reimbursed at the HMRC approved rates of:
- 3.4.1** All cars and vans at 45p per mile for the first 10,000 miles and then 25p per mile for all subsequent miles in any one year.
  - 3.4.2** All motorbikes at 24p per mile.
- 3.5** Reimbursement for public transport travel will cover the cost of the ticket. Members and Officers should endeavour to travel at the cheapest fare available wherever possible taking advantage of advance bookings.

### **4 Method of Travel**

- 4.1** Travel should be in the most cost-effective manner taking into account location; journey time and the nature of the journey as well as monetary cost.
- 4.2** When making a decision about travel, the length of time taken to travel should be considered. Our environment will be considered when making decisions. Public transport will be preferred where practical and cost effective.
- 4.3** No employees will be defined as essential car users.

### **5 Subsistence**

- 5.1** A claimant may claim for the costs of meals and non-alcoholic beverages reasonably purchased when travelling on Council business of over 5 miles from the Parish Office and lasting at least 5 hours.
- 5.2** No claim will be paid when a meal is provided at a meeting or conference.
- 5.3** Authorised expenditure on meals and light refreshments, including reasonable non-alcoholic drinks with meals, will be reimbursed up to the HMRC limits listed below.
- 5.4** HMRC updates the exact amounts that can be claimed as part of subsistence allowance in the UK every year. As of January 2023, the official HMRC meal allowance rates for UK business travel are:
  - 5.4.1** £5 for travel of 5 hours or more (£10 supplement if travel is ongoing at 8pm)
  - 5.4.2** £10 for travel of 10 hours or more (£10 supplement if travel is ongoing at 8pm)
  - 5.4.3** £25 for travel of 15 hours or more (and ongoing at 8pm)
- 5.5** Many companies have a more generous travel and subsistence budget than detailed above. However, if the above rates are exceeded, tax is due on the excess.
- 5.6** Any claim exceeding the maximum allowable costs will be reduced accordingly.
- 5.7** Personal incidental expenses cannot be claimed.

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### 6 Accommodation

6.4 All accommodation should be booked in advance to be paid for by the Council.

<b>SIGNED</b>	
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	