



# Savernake Parish Council

## Expenses Policy

### 1. Introduction

Parish Councillors are unpaid and do not receive an annual allowance. However, it is the aim of Savernake Parish Council that no Councillor be financially disadvantaged when representing the Parish Council.

### 2. Applicable Expenses

The following expenses will be paid by the Council as long as they are wholly for Council business and are made with the mandate and prior approval of the Council. Supporting receipts should always be VAT receipts, and in the name of SPC, wherever possible.

#### a) General expenses

Councillors will be reimbursed for costs including stationery, postage and printing. Receipts are required for all claims.

#### b) Mileage expenses

Councillors will be paid a mileage allowance for travel on Council business outside of the Parish boundaries using the Councillor's private car. The applicable mileage will be paid at the Inland Revenue non-profit making rate applicable at the time of the claim (currently 45p per mile, Jan-2022). No receipts will be required for these claims.

#### c) Other travel expenses

If any other costs are incurred during the course of an approved trip (eg. car parking), then a receipt must be submitted for reimbursement along with the mileage claim form.

### 3. Process

- i) For all expense claims requiring a supporting receipt, the receipt must first be signed (on the front) by the Councillor to signify authenticity / agreement. A scan / photo of the receipt should then be emailed to the Finance Officer, with a brief reminder of the reason for the claim, for a payment to be raised. The original of the receipt must then be passed to the Finance Officer at the next Council Meeting for inclusion in the year-end audit pack.
- ii) For all mileage allowance claims, the Mileage Claim Form must be completed and emailed to the Finance Officer for payment to be raised.
- iii) All documents must be emailed to the Finance Officer within 2 weeks of the cost being incurred, and be sent using the Councillor's SPC email account.
- iv) The Finance Officer will endeavour to arrange payment within 1 week of receipt of the emailed claim.