

LFPC PARISH COUNCILLOR TRAVEL EXPENSES POLICY

Parish Travel expenses

Parish Councillors are entitled (but not obliged) to claim an amount per mile for any trips made in the proper performance of their duties on council business, including within the parish boundary.

For the avoidance of doubt, those duties are defined in the Local Authorities (Members' Allowances) (England) Regulations 2003 as follows:

- the attendance at a meeting of the authority or of any committee, sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- the attendance at a meeting of any association of authorities of which the authority is a member;
- the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorize the inspection of premises; and
- the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

The rates per mile will be as set out in government guidelines from time to time. They are currently as follows:

- 45p for cars
- 24p motorcycles
- 20p for bicycles or other non-motorized forms of transport

Mileage will normally be logged from the home address of the Councillor to the parish destination.

If the Councillor is travelling to parish business from outside the parish boundary, the options are as follows:

- Log the mileage from the parish boundary to the destination
- Disregard the mileage

Procedure for claiming

To claim for mileage councillors must keep a mileage log using the form in Appendix A

You should submit the mileage log at not less than 3 monthly intervals.

The Chairman reserves the right to decline a claim.

It is the responsibility of the councillor to ensure that the vehicle is properly insured for council business use.

Non Allowable Expenses

The following is a non-exhaustive list of expense, which will not be reimbursed:

- parking fines
- Fines for traffic offences
- private mileage

Suspended and ex- councillors

Where a councillor is suspended or partially suspended from their responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the Local Authorities (Members' Allowances) (England) Regulations 2003 relating to any travel and subsistence allowance will be followed. The same would apply where a councillor has stepped down from their position.

Appendix A. Councillor Travel Expenses Claim Form

Laverstock & Ford Parish Council

COUNCILLOR TRAVEL EXPENSES CLAIM FORM

Name		Mode of Transport	
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Date	From Place of Departure	To Destination. Include & Rtn if applicable	Reason	Mileage

Total Miles	
Claim 45p per ml*	

*Car 45p, Motorcycle 24p, Cycle 20p

Other Expenses (eg Train fare, parking)

Date	Company	Description	Amount

Total Claim	£
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Claimant’s Signature.....

DATE.....