

Stowe by Chartley Parish Council.

Expenses policy.

Members and employees will be reimbursed for expenses necessarily incurred on behalf of the Council.

In the case of employees this will be for expenses necessarily incurred as part of their duties or as requested by the Council.

Car allowance, excluding travel to Stowe Village Hall for Ordinary Meetings, will be paid at 45p/mile.

Employees will also be paid £4 a week as a contribution towards the cost of providing an office for the Council in their own homes.

In the case of members this will be for expenses incurred as a nominated representative of the Council. The Chairman's civic duties are covered by her/his allowance and are not part of this policy.

Car allowance for travel outside the parish will be paid at 45p/mile.

All claimants should try to share transport if possible or use public transport. Officers/Members sharing a car can claim 2p/mile for passengers.

The cost of overnight accommodation may exceptionally be reimbursed when a member attends a residential event as the Council's appointed representative or where attendance at a non-residential meeting by a member as the Council's appointed representative would require him/her to leave home before 7.00am or arrive back home after 11pm

When booking accommodation there is an expectation that reasonable effort be made to book as far in advance as possible to secure the best rate available

Carers' Allowance

A carers' allowance may be paid to those members with caring responsibilities who receive responsibility allowances for approved duties.

The carers' allowance will be paid towards the cost of care for close relatives for whom the member is the main carer. This applies to children, or to elderly or disabled relatives.

The allowance will not be payable to a member of the claimant's own household.

The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time.

The rate of reimbursement for carers' allowance is equivalent to the minimum wage –currently £7.50per hour for employees over 21.

Claiming expenses.

Claims must be made on the Council's expenses claim form.

Receipts must be provided for all expense claims, (including claims for carers' allowance). No claim will be paid unless a valid receipt is provided

November 2017