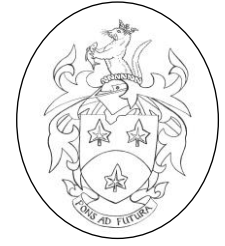


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Ivybridge Town Council



Councillors' and Staff Travel Expenses and Subsistence Allowances Policy

1. Introduction

The purpose of this policy is to set out the reimbursement criteria for travel allowances and subsistence allowances for members and staff of Ivybridge Town Council.

A Member, whether elected or co-opted, is deemed to be a councillor of Ivybridge Town Council, and as such entitled to the reimbursement of authorised expenses incurred in acting on behalf of the Council, as is a member of staff.

2. Travel Expenses

The payment of travel expenses to town councillors is covered by Local Authorities (Members' Allowances) (England) Regulations 2003.

The Regulations make reference to:

- The attendance at a meeting of any association of authorities of which the authority is a member.
- 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 any of its committees or sub-committees.

Travel expenses will be paid by Ivybridge Town Council in accordance with the scale of reimbursement set out in this policy for any councillor or member of staff, Travel expenses will be claimable under the following circumstances:

- Where attending a seminar, training course or other activity outside Ivybridge which has been authorised.
- Where the Mayor or Deputy Mayor attends a mayoral event, or the Town Clerk a meeting of town clerks.
- Where a councillor has been nominated by Council to represent it on partnership groups or outside bodies and the expenses so incurred are not being met by those groups or bodies.

Consideration will not normally be given for claims for travel within Ivybridge.

3. Subsistence Allowances

Subsistence allowances will only be paid where councillors or members of staff are required to be out of the area in the course of their duties or for training events to cover actual costs incurred up to

the maximum amount in line with the subsistence payments set out in this policy.

Where a meal is provided at the event, no allowance will be payable by the Council unless the duration of the journey is such that it is necessary to purchase a further meal.

4. Receipts

Any claim for the reimbursement of expenditures must be covered by receipts including meals, tickets for public transport, car parking and ferry tickets and also for any incidental expenditure.

5. Authorisation of attendance at meetings

The terms of reference of each committee includes:

‘Consider Members’ attendance at relevant conferences, courses and meetings relevant to the working of the committee and to receive any reports submitted by the attendees.’

The Town Council’s Terms of Reference includes:

‘Consider Members’ attendance at meetings and training events and receive any reports submitted by the attendees.’

The Town Clerk is able to authorise staff attendance at meetings and training events and must report back on their attendance to the Personnel or Watermark Committees as appropriate.

6. Payment of Expenses

Claims for the reimbursement of expenses incurred must be by means of the designated Council form and should be submitted to the Senior Finance Officer.

Authorisation of payment will be carried out by the Town Clerk.

Expense claims submitted by the Town Clerk may be authorised by the Mayor or in his or her absence by the Deputy Mayor or Internal Audit lead councillor.

7. Expenses

Travel Expenses

Councillors and members of staff are reminded that cycling or use of public transport should be prioritised as they are more ecologically friendly methods than motor vehicle.

Using own bicycle
20p per mile

Reimbursement of a bus ticket or standard class rail ticket.

Any request for first class rail travel would have to be made in advance of the journey and would require compelling reasons. The Council encourages use of public transport wherever practical or cost effective

for longer distance journeys. Suitable equipment can be offered to allow working while on public transport.

Using own motorcycle
24p per mile

Using own motor vehicle (including electric vehicles)
45p per mile for the first 10,000 miles in one financial year
25p per mile thereafter

An additional 5p per mile is payable for a passenger duly required to attend the event as a councillor or member of staff.

Subsistence Allowances

Breakfast	£6.50
Lunch	£10.00
Tea	£5.50
Dinner	£10.50

Hotels

Where it is necessary for a councillor or member of staff to stay in a hotel the following will apply:

- Where the cost is included in the cost of the event this will be invoiced to the Council having been agreed before booking the event.
- Where attendance at an event requires an overnight stay which is not included in the event, arrangements will normally be made by the Council, and if a credit account is not available, the attendee will pay the account and submit a claim for reimbursement supported by the appropriate receipt.
- Claims may be submitted for incidental expenses up to a maximum of £5 per night without the submission of receipts.

All travel/reimbursement rates will be subject to review as appropriate.

Under the 2003 Regulations the Council must keep a record of any travel or subsistence allowances paid.

Cllr P Dredge & Jonathan Parsons – Town Clerk
19.03.21
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