

Expenses Policy for Farnham Royal Parish Council (the Council)
adopted 27th March 2017

The principle is to ensure Councillors are reimbursed for expenditure reasonably incurred in the performance of their duties as Councillors. The basis will be actual expenses up to any limits specified in this policy. Only the Council may vary this policy.

Expenses should be submitted to the Clerk for payment at the next council meeting as soon as possible after they have been incurred. Original receipts will be required showing all vat details if appropriate.

The following expenses only may be claimed for:-

- 1 travel to and from events, courses or meetings (but not Council meetings in the Parish) where the Councillor is there as a representative of the Council. The Councillor must specify the miles undertaken in respect of travelling by car and the amount to be reimbursed will be at the National rates applicable to local government staff- currently 45p per mile. First class rail travel is not permitted.
- 2 reasonable car parking expenses whilst on Council business outside of the Parish will also be met.
- 3 expenses incurred in ensuring effective email communications are maintained during any system upgrade required by the Council up to a limit of £75 per Councillor.
- 4 Councillors may ask the Clerk for reasonable supplies of paper and printing cartridges to facilitate printing documents at home.

Ends