

# Heybridge Parish Council

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## Travel and Subsistence Policy

### 1. Introduction

1.1 This policy outlines the rules and principles that apply to authorised travelling and subsistence in connection with official business of the Parish Council. The procedure that should be followed when claiming travelling and subsistence allowances.

1.2 The travelling allowances paid are designed to ensure that employees are compensated for additional expenditure genuinely incurred whilst on official business outside of the Parish boundary.

1.3 This policy applies to all staff employed by Heybridge Parish Council, including those on a temporary or fixed term contract when on official business authorised by the Council.

### 2. Authorisation

2.1 No travel or subsistence expenses will be paid unless such expenses are specifically authorised by and on behalf of the Parish Council.

### 3. Travel and Subsistence Policy

3.1 All employees must comply with the law in relation to their chosen method of transport. Such laws include those relating to drink driving, speeding and using hand-held mobile phones whilst driving.

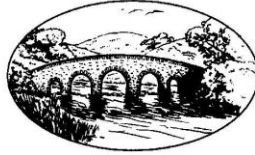
3.2 The Parish Council will not accept responsibility or liability for reimbursement of any fines or penalties incurred whilst employees are on Council business.

3.3 In many situations, attending a meeting is the most effective way of communicating. However, employees are expected to think carefully about whether a proposed journey is necessary.

3.4 Employees are reminded of their responsibilities for ensuring that any vehicle, motorcycle or bicycle they use for travelling is in good working order and that they wear appropriate safety clothing.

3.5 All employees are expected to use the most efficient means of transport for business journeys. This decision should be based on a consideration of the following factors:-

- Actual cost of the journey



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- Whether other work can be carried out during the journey (e.g. taking the train may provide the opportunity to catch up on work related reading)
- Individual factors (e.g. health of employees, disability, and safety issues)
- Time the journey will take
- Environmental factors
- Car sharing

## **4. Travelling by Motor Vehicle – Driving Licence and Business Insurance**

4.1 If you own your vehicle or a vehicle belonging to someone else to use on Council business you must ensure that you have the following:-

- Vehicle has a current MOT certificate (if required by law)
- You must hold a valid driving licence
- Ensure that the motor insurance policy covering your use of the vehicle, whether it is insured in your name or someone else's, covers you for business use.

4.2 The Clerk will check the MOT certificate (if required), certificate of insurance (stating business use), as well as your driving licence on an annual basis. Failure to produce such documents could result in disciplinary action.

4.3 It is each employee responsibility to inform the Parish Council immediately if you have any criminal convictions or offences relating to driving.

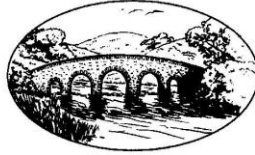
## **5. Mileage**

5.1 Many business journeys may involve you leaving your office or base, travelling to a particular destination and returning to your office or base on the same day. For such journeys, the actual mileage travelled should be claimed.

## **6. Car Mileage Payments**

6.1 The Parish Council will reimburse any business mileage at the published HMRC authorised non-taxable rates.

6.2 All mileage claims to be submitted promptly at the end of each month. Mileage can be claimed by filling out the mileage form available.



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## 6.3 Rates (as at December 2013):

	First 10,000 business miles in tax year	Each mile after
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p
Carrying passengers	5p	-
Towing	6p	-

## 7. Subsistence Allowance

7.1 Subsistence claims may only be made for additional expenditure whilst out of the office on non-routine duties/visits.

7.2 Expenditure incurred on car parking fees, taxi, rail or public transport fares will only be reimbursed upon production of receipts. These can be claimed on the mileage claim form.

7.3 The actual expenditure incurred for meals, up to a maximum subsistence allowance, subject to the retention of receipts can be claimed. Meal allowances may only be claimed with prior approval of the Parish Clerk.

### 7.4 Maximum Rates for Subsistence

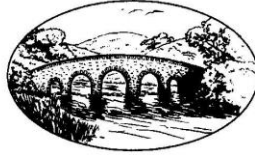
Breakfast - £5.00

Lunch - £6.75

Evening Meal - £20.00

## 8. Member Allowance

8.1 The Local Authorities (Members Allowances) Regulations 2003 state that a Parish Council may pay a basic allowance to each of its Members. The Regulations also provide that a Parish Council may pay to its Members a travel and subsistence allowance including travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of various prescribed duties.



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## 9. Status

This policy will be considered for adoption at the full Council meeting on 17<sup>th</sup> December 2015. This policy will be reviewed annually. Adopted 17<sup>th</sup> December 2015. Reviewed April 2016. Reviewed and agreed 18 May 2017.

Dec 2015

Clerk