

## VALE OF ALLEN PARISH COUNCIL

### EXPENSES POLICY

#### Introduction

This policy has been developed to cover all council employees and members. Its aimed is to cover reasonable out of pocket expenses.

#### Amounts (as at 1 April 2019)

Description	Amount	Comment	Who
Car mileage from home to meetings, courses etc	0.45p per mile	Complete a claim form	PC, Cllr
Public transport	Standard/basic travel cost	Receipt required	PC, Cllr
Car parking	As charged	Receipt required	PC, Cllr
Telephone allowance	£52 per qtr	First month in qtr	PC
Broadband allowance	£52 per qtr	First month in qtr	PC
Meal allowances	Breakfast - £3 Lunch - £5 Dinner - £7.50	If meeting starts at 8:00 or before If lunch not provided If meeting begins after 18:00 and ends before 23:00	PC, Cllr PC, Cllr PC, Cllr
Member's allowance	£50 per yr (paid in arrears in April)	General expenses – phone, internet, small quantity printing, travel to VoAPC meetings	Cllr
Miscellaneous	As agreed with chairman in advance  Unless, items required to perform services, administration and less than £100	Receipt required and chairman's approval date  Receipt required	PC, Cllr  PC

NB: PC = Parish Clerk

Cllr = Councillors

NB: all expenses to be claimed at the end of each financial year quarter