



WYTHALL PARISH COUNCIL **TRAVEL AND EXPENSES POLICY**

Members will not receive a parish basic allowance.

The Chairman will receive an annual allowance set during the precept process, calculated to cover the expenses, which are not normally associated with the basic duties of being a local Councillor. Travelling expenses are treated separately.

Council members may claim the recommended rate for travel expenses laid down by The Local Authorities (Members Allowances) England Regulations 2003, when travelling outside the Parish boundary and representing the Parish Council, currently at 45p per mile.

Councillors will not receive traveling expenses for attendance at any meetings of the Parish Council within the Parish.

Subsistence allowed will only be paid by prior approval and in line with the Allowances for parish Councillors payable under the Local Authorities (Members Allowances) (England) Regulations 2003

Claims may also be submitted if using public transport, in connection with performance of any duty relating to the Council, receipts must be provided.

The Parish Council travel expense claim form should be submitted, whenever possible, within eight weeks of the expense being incurred.

Adopted : 21 July 2016
Review Date: July 2017