



Travel Expenses Policy

It is the aim of ODA Parish Council that no member will be financially disadvantaged when representing ODA Parish Council.

1. Purpose of the Policy

This policy sets out the rules for claiming travel and related expenses incurred by councillors, employees and authorised volunteers when carrying out approved duties on behalf of the Parish Council. It ensures compliance with HMRC rules, NALC guidance, and the Local Authorities (Members' Allowances) Regulations 2003. Parish Councillors are entitled (but not obliged) to claim an amount per mile for any trips made in the proper performance of their duties on council business, including within the parish boundary.

2. Approved Duties

Travel expenses may be claimed for the following:

- Attendance at meetings of external bodies where the councillor or clerk is an appointed representative
- Training, conferences, briefings, and workshops approved by the Council
- Site visits outside the parish boundary
- Meetings with district, county, or other public authorities
- Any other duty formally authorised by the Council or Clerk (for staff)

Travel to routine Parish Council meetings or activities within the parish is not claimable, unless specifically authorised in advance for an exceptional reason.

3. Mileage Rates (HMRC AMAP – effective April 2026)

Mileage will be reimbursed at the **HMRC Approved Mileage Allowance Payments (AMAP)** in force at the time of travel.

The rates per mile will be as set out in government guidelines from time to time.

Mileage will normally be logged from the home address of the Councillor to the parish destination.

Travel Expense	Level of Expense	Procedure and Payment
	First 10,000 business miles in the tax year	
Travel – car and van	55p per mile	Reclaimed via expenses claim form and once verified, paid by bank transfer
Car share	55p per mile plus 5p per mile when one or more councillors are passengers	
Electric car	• 7 pence per mile for home charging • 15 pence per mile for public charging	
Motorcycles	24 per mile	
Travel – bicycle or other non-motorised transport	20p per mile	

4. Public Transport, Taxis and Parking

- Public transport will be reimbursed at **standard class** rates.
- Taxi fares may be claimed only where no reasonable public transport option exists or where safety/time constraints justify it.
- Parking fees will be reimbursed with receipts.
- **Fines (parking or speeding) cannot be claimed.**

5. Other Travel-Related Expenses

The following may be reimbursed where necessary and supported by receipts:

- Toll charges
- Bridge fees
- Reasonable subsistence costs when attending full-day or multi-day events (in line with HMRC guidance)

6. Claiming Expenses

All claims must:

- Be submitted on the Council's official **Travel & Expenses Claim Form**
- Include **dates, locations, purpose of travel and mileage**
- Be accompanied by **receipts** for all non-mileage expenses
- Be submitted within **three months** of the expenditure

7. Authorisation and Payment

- Claims from councillors will be authorised by the **Clerk/RFO**.
- Claims from the Clerk/RFO will be authorised by the **Chair of the Council**.
- Payments will be made via the Council's normal payment schedule and reported to Council in accordance with Financial Regulations.

8. Fraud Prevention and Audit

- All claims are subject to verification by the RFO.
- Claims may be reviewed by the **Internal Auditor** at any time.
- False or misleading claims will be treated as a disciplinary or standards matter.

9. Data Protection

Personal data provided in connection with expense claims will be processed in accordance with the Council's Privacy Notice and UK GDPR.

10. Review

This policy will be reviewed when HMRC mileage rates change.

Version number	Purpose/change	Author	Date
0.1	Initial draft	KG	9.20
0.2	Gov Amendments	KG	6.26

Expenses Claim Form

Name:-

Date	Details of Journey	Reason	Miles	Finance Use Only	
				Code	Centre

Date	Retailer / VAT no.	Description	£ net	£ VAT	£ gross	Finance Use Only	
						Code	Centre

Total amount claimed

I certify that:

- Where the above fuel claim has arisen whilst on official business, my policy of motor insurance indemnifies ODAPC against any third-party claims arising out of use of that vehicle.
- The particulars in this claim are correct, and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed
Date

Date paid
RFO signature