

**Travel and Subsistence Expenses and Mileage Allowance Policy for Parish Councillors**

Parish Councillors are unpaid and do not receive an annual allowance for carrying out council duties

Councillors may be reimbursed for expenses for travel and subsistence on Council business outside the Parish of Meopham:

- Councillors are permitted to claim for authorised journeys only
- Travelling and associated expenses on journeys on Council business to include mileage at current HMRC rate and parking
- Reasonable subsistence payments for refreshments will only be paid when the councillor is away from home for more than 4 hours, at an authorised event, where no refreshments are included
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt for parking and subsistence

Mileage within the parish *may* also be paid in exceptional circumstances with approval from the Full Council

Recommended by Administration & Resources Committee

Approved by Full Council – 28.02.17