



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## **EXPENSES POLICY**

### **Employees**

#### **Mileage**

Ecclesfield Parish Council will reimburse employees for approved (in advance) mileage at a rate of 45p per mile.

Where possible staff will use their vehicle odometer and if this is not possible, will use a reputable mileage calculator to determine the miles travelled.

Employees will claim mileage via the council's claim form devised for the purpose.

Employees may not claim mileage for travel to work and from work.

The clerk may claim mileage for travel to deliver agendas, minutes and post notices.

#### **Training expenses**

Any expenses (other than mileage) incurred in the course of training courses, shall be discussed with the employee's line manager in advance.

#### **Heat, light and electricity in the Staff's home**

The Council would reimburse Staff at a rate of £18.00 per month, which would be paid monthly by Bank Transfer (BACS). This payment would only be made to the member of Staff working from home after the agreement from full Council has been approved for the member of Staff to work from home.

#### **Telephone and Broadband expenses**

The council will reimburse the full cost of telephone calls made from the clerk's home phone in the course of their duties.

An itemised bill will be presented to the council with a monthly claim.

## **Mobile telephone**

Ecclesfield Parish Council will provide a mobile telephone to the Clerk/RFO, or a senior member in their absence, which is to be used for Council business and for councillors and staff to be able to contact the Clerk/RFO when they are working, however when the Clerk/RFO is not on duty it is unreasonable for councillors or staff to expect the Clerk/RFO to be contactable.

## **Councillors**

Councillors may claim mileage to and from any training they attend at a rate of 45p per mile.

## **Expenses paid to others**

Should candidates for job vacancies wish to claim expenses for travel and/or accommodation when attending an interview they must make a request prior to attending an interview. Notification of expenses claims would be included in any advert for job vacancies.

**Adopted by Council 9.1.2020**

**Review date November 2022**