



## **PENRYN TOWN COUNCIL**

### **Expenses Policy**

All employees are entitled to claim for out of pocket expenses such as travel costs in the course of carrying out their responsibilities and duties. The Town Council has policies in place that govern and manage the way in which reimbursement is made. These support the principles that no employee should profit, or lose money when undertaking work for the Council.

There are clear policies for staff to follow for travel allowance and car travel. All staff are required to comply with the policies and are subject to the same audit requirements of providing receipts, having their expenditure authorised/approved and retaining records of purpose and mileage undertaken.

#### **Travelling allowance**

For all employees, the National Joint Council mileage rates will apply. Travelling expenses necessarily incurred by employees in the performance of their official duties will only be reimbursed after authorisation by the Town Clerk.

When undertaking Council business employees are required to adhere to traffic regulations. Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic Acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are the employee's responsibility and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (e.g. compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.

Employees will use the most economic form of travel in terms of cost and time, taking into account the different modes of travel, traffic and fares available.