NAZEING PARISH COUNCIL

Travel Expense Policy

This Travel Expense Policy was first adopted by the Council at its meeting held on 25th June 2026. It will be reviewed biannually or in the event of major legislative change.

	Date	Minute Reference
Original Version Adopted	02/05/2019	Unknown
Reviewed and updated	25/06/2026	26/050 b)
Next Review	June 2028	

TRAVEL EXPENSES POLICY

1. Policy Statement

1.1 Councillors (elected or co-opted) of Nazeing Parish Council are entitled to be reimbursed for travel expenses incurred in connection with the duties set out below and only for journeys outside of the Parish boundaries.

2. General

2.1 Councillors may be reimbursed for travel expenses incurred when carrying out duties approved by the council, or anything in connection with the discharge of the functions of the council or any of its committees or working groups. This includes attendance at training courses.

2.2 Provision for payment of councillor travel expenses is made under the Local Government Act 2000 and Local Authorities (Members' Allowances) (England) Regulations 2003. Therefore, no council resolution is required for reimbursement to be made.

2.3 All Travel Expense claims must be submitted to the Responsible Finance Officer/Parish Clerk (RFO/PC) for scrutiny and included in the Monthly Financial Report for subsequent payment.

2.4 Councillors will not receive travel expenses for attendance at any meeting of Nazeing Parish Council or any work conducted within the Parish boundaries. Estimated mileage will be obtained from Google Maps and rounded up to the nearest mile.

2.5 Councillor participation at events referred to above will normally be ascertained in advance at a full council meeting. However, in emergency situations or if details of an event are published between meetings, Councillors will still be able to claim any expenses incurred in a fair and timely manner.

2.6 The council will pay travel expenses at the following rates (in accordance with NJC/HRMC):
Cars: 55p per mile
Motor Cycles: 24p per mile
Bicycles :20p per mile
Public Transport: Lowest available second-class fare only – ticket receipts required.
Taxi journey: In exceptional circumstances with receipt.
Parking cost: Actual cost with receipt.

2.7 Submission of a claim is at the discretion of each individual councillor.

2.8 Claims should be submitted within 3 months of expenditure on the Travel Expense Claim Form (supplied by the RFO/PC – see Appendix 1) and signed by the claimant. Appropriate receipts etc should be attached to the claim form.

2.9 Payments shall be made to each individual Councillor by BACS in arrears. Councillors will need to provide the RFO/PC with their banking details.

2.10 Councillors are encouraged to "car share" to events to minimise the cost to the Council. The Council has resolved not to pay an additional 5p per mile/per additional passenger.

End of Policy

Appendix 1

Travel Claim form

NAZEING PARISH COUNCIL							TRAVEL EXPENSES CLAIM FORM
Councillor Name :						Date of Claim:	
Receipt Number	Date Incurred	Purpose of Travel *i.e. Meeting, Course, etc*	Travel From *Inc Post Code*	Travel To *Inc Post Code*	Type of Exp *i.e. Mileage, parking, etc*	Miles x Rate *e.g 20 x 55p*	Amount
							£
							£
							£
							£
							£
						Total of expenses claimed:	£

Councillor's Signature:	RFO/Parish Clerk Signature:	Payment agreed at FCM on:	Payment made by BACs on:

Notes:
1. Receipts to be individually numbered and attached to claim form.
2. Mileage to be obtained from Google Maps (actual route taken) and rounded up to nearest mile.