

# BENTHAM TOWN COUNCIL

## Clerk's Expenses Policy

**Date policy adopted: 7<sup>th</sup> November 2022.**

### Introduction

This policy provides for the claim and reimbursement of costs incurred by the Clerk that are directly attributable to carrying out their role.

### Reimbursable expenses

The following will be reimbursed by the Council at the request of the Clerk: -

- The Council will provide a mobile phone solely for business use. The monthly fee (currently £8.00) will be paid by the Clerk and reimbursed by the council.
- Actual travel costs: -
  - To and from training funded by the Council.
  - From the Clerk's normal place of work (The Town Hall) to meetings or other events which they are required to attend in the course of their duties.
  - Parking charges (*But not penalties*)
- Use of own car for business travel. To be reimbursed at the current rate allowed by HMRC without incurring a tax charge. (*Note currently 45p per*)