

# BRADWELL PARISH COUNCIL



POLICY	EXPENSES
VERSION	1.1
LAST REVIEWED	02 February 2021

## 1 Policy statement

This Policy sets out the requirements for claiming expenses from Bradwell Parish Council.

## 2 Claiming expenses

- 2.1 Generally expenses should be authorised in advance.
- 2.2 Any intention to claim expenses for attendance at training and meetings outside the Parish will need prior approval.
- 2.3 Exceptions would be usual items of expenditure such as stationery and mileage directly related to the Clerk's activities in support of Council business.
- 2.4 Any claim for reimbursement must be accompanied by a VAT receipt presented as soon as practicable and within 3 months of expenditure.

## 3 Expense rates

The Council shall reimburse travelling expenses at the NJC rates in force at the time for private vehicle mileage.